Homes
England

Recycled Capital Grant Fund (RCGF)
Annual Return for Year End 31 March 2019

Guide for Providers v1.0

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RECYCLED CAPITAL GRANT FUND

The deadline for submitting the annual return is 30 June 2019

1. Introduction

All Registered Providers that operate a Recycled Capital Grant Fund (RCGF) comprising funds generated outside of London are required to submit an annual end of year return to Homes England. This should record details of recoverable grant credited to the RCGF and how sums in that fund have been spent.

This document guides you through the submission of your annual RCGF return for the year ending 31 March 2019. The relevant year for the RCGF return always ends on 31 March, even though your accounting year may be different.

Your annual RCGF return is required to be submitted electronically using Homes England’s Investment Management System (IMS). Your organisation’s authorised user will have ownership of all data entry screens. Homes England will have ‘view only’ access to these screens. General guidance on the calculation of recoverable grant, permitted uses of recycled grant, and the administration of the RCGF can be found in the Recovery chapter of the Capital Funding Guide (CFG) at the following: Capital Funding Guide - Grant Recovery for RPs

Each of the IMS RCGF screens need to be ‘ticked’ and ‘saved’ as you work through them. Please note, if you want to be able to return to a screen to amend or complete an entry at a later date then do not tick as complete – only save. However, you will need to ensure that all screens are both ticked and saved in order that your return can be submitted at the end.

Having saved a screen the system may advise you that there are errors and ask if you wish to see them. Some of these errors will indicate that subsequent screens are not yet complete. Therefore it is advisable to ignore these messages until you have completed all screens.
1.1 Which Registered Providers must submit an annual RCGF return?

All Registered Providers are required to submit a return if they:

(a) Repaid any sums from their RCGF to Homes England during the year;
(b) Credited their RCGF with recoverable grant during the year;
(c) Debited their RCGF during the year;
(d) Had a balance remaining in their RCGF at the end of the previous year (even though they may not have repaid, credited or debited their RCGF during the year of the return);
(e) Completed a transfer of engagements during the year

‘Grant’ includes Housing Association Grant, Social Housing Grant and Social Housing Assistance.

1.2 What should I do if I operate in more than one Homes England operating area?

If you operate in more than one operating area, you are only required to submit one annual RCGF return as it will allow you to enter details for all areas you operate in. However, if you operate both inside and outside of London you will need to submit two returns, one to Homes England and one to the Greater London Authority.

1.3 What should I do regarding any grant that has been reclaimed during development?

Grants reclaimed and repaid to Homes England during a scheme’s development period must be excluded from this return. This would include a tranche of grant advanced too early and returned to Homes England, grant returned upon re-approval of a scheme, or grant returned on review of final or interim costs.

1.4 What should I do if I chose to repay grant rather than recycle it?

If you chose to repay grant to Homes England and not credit it to your RCGF you do not need to include these sums in your annual end of year return. However, you will still need to complete a return if you have undertaken any of the activities in 1.1
above. If you are only repaying grant and have not undertaken any other activity, then you are not required to complete a return.

1.5 What can I do within IMS concerning my organisation's annual RCGF return?

(a) View your previous electronic RCGF returns.
(b) Create a new return for the year ending 31 March 2019.
(c) Complete, certify and submit your new return.
(d) Cancel this year's certification and submission in order to edit your return at a later date, provided this can be resubmitted prior to the deadline.
(e) Print off a hard copy of your return for any year.

1.6 What can't I do?

(a) View or print the returns of other Registered Providers, only your own.
(b) Create or edit a return for years up to and including 31 March 2018.

Facilities not available to you in IMS will appear greyed out and may sometimes deliver a warning message to say that the option is unavailable.
2 General access and operation of the RCGF screens within IMS

2.1 Access and security

To use IMS, you will need a user ID. This will allow you to access the system and view returns but not make any changes.

To enter data in an end of year return, you will need the security authority ‘Input RCGF return’.

To enter a return and submit it to Homes England, you will need the security authority ‘Submit RCGF return’. Your organisation’s system administrator can allocate these authorities.

To identify your security administrator and to see who has access rights, refer to the main IMS Screen. Select ‘Other Functions/View Security/View User-Authority/Small’ to see a list of users. The security administrator generally heads the list.

Your return is due to be submitted by the deadline of 30 June 2019. The system will not prevent returns being submitted after this date. However, in these circumstances a late submission comments box will be enabled which must be completed with reasons for the delay. This will be reviewed by the relevant Homes England contract manager as part of the approval and sign-off process.

On accessing IMS, select ‘Other Functions’ from the main menu. This will open a drop down menu from which you should select RCGF. Further instructions on data entry are contained in section 3.

2.2 Explanation of the RCGF screens and icons (buttons)

- Save and close a return.
- Exit the RCGF opening screen, returning to the system manager screen.
2.3 Layout of the RCGF 2019 return

The return comprises seven windows (screens) for providers to complete. These windows are discussed in more detail later in this document. Data entry fields appear white/blank. Each window has a tick box to show it is complete, and a button to save the data or close the screen.

The last window to complete is the 'Certification and Signature' window, which becomes available for ticking only when all the other parts are ticked as complete. Only users with ‘RP Submit RCGF return’ have permission to complete this window. Up until the point of certification and submission to Homes England, the check-boxes in the previous windows can be un-ticked; this unlocks the window to enable further editing.

Certifying and submitting the return locks it. However, should exceptional circumstances arise and only until the deadline of 30 June, a person with the
authority to certify and submit can remove the tick in the certification window. After the tick has been removed, the window needs to be saved in order to set the status to ‘un-submitted’. The return is then available for further editing, but must be resubmitted by close of business on 30 June.

2.4 Moving around a return

There are four ways to move between windows (screens):

(a) The arrows move you backward or forward one window at a time.

(b) The F7 (back) and F8 (forward) keys on the keyboard do the same as the arrows above.

(c) The drop down menu item Go To allows users to jump from one window to another.

(d) Restoring, from the foot of the screen, windows that have previously been minimised.

When you move on from a window, it remains minimised at the foot of the screen.

2.5 Ticking, saving and closing a return

Ticking the box in each window signifies that you have finished entering data for that window. The window greys out and locks the fields against further changes. However, you can un-tick the box by clicking on it again, or leave it temporarily un-ticked while you obtain information to finish your data entry. The two boxes below the tick box will display the date when it was ticked and the identity of the person who ticked it.

Ticking the ‘complete’ box will not save either that part or the whole return.

Saving at intervals is good practice but it is not necessary to save each window as you complete it. Each time you save IMS will prompt the system to save the entire return. The title bar of each window will display the word ‘[Not saved]’ when data has been entered but not saved. This will change to ‘[Saved]’ upon saving.
(a) To save without closing, click the **Save** button at the bottom right of any window.

(b) To save and close, click the **Close** button, which presents a warning if any part of the return is un-saved. Alternatively, use the ‘**Save**’ icon on the toolbar or F4 on the keyboard.

(c) To navigate to the next screen to continue with the return, use the forward and back arrows to access the next window.

(d) To close without saving, if you wish to discontinue with the return, click the **Close** button, which will present a warning if any part of the return is un-saved.

### 2.6 Error messages upon saving

Upon each save, the system is programmed to scan the entire return for errors. If it should find any, a window will appear asking whether you wish to see the errors. If you are saving as you go, the error report may point out that certain sections that you have not yet reached are incomplete. This should not give cause for concern, provided the list of errors are checked and rectified prior to submission.
3  Completing and submitting the 2019 RCGF Return

3.1  Creating a RCGF return

On accessing IMS select ‘Other Functions’ from the main menu. This will open a drop down menu from which you should select RCGF. The following window will appear.

The years available for selection will automatically be displayed. Select the year you require, and click on the OK button.

If no return exists for that year, a message will appear to ask whether you wish to create a new one. Click on ‘Yes’ to create the 2019 RCGF return. If a return for the year selected already exists, the system will present it automatically.

The main RCGF window will remain in the background throughout all the processes. The toolbar options available from this main window are:

**Drop-down menu - RCG4**

(a) **Create a new or re-open an existing annual RCGF return for the chosen year.** The ‘RCGF folder’ button performs the same function.

(b) **Exit RCGF and return to the main IMS screen – the system will ask if you are sure.** The green ‘Exit’ button performs the same function, as does F3 on the keyboard.
Drop down menu - Options

(a) Allows you to open the RCGF Year selection window in order to change the RCGF year.

(b) The Print return option enables you to print off your RCGF return for the selected RCGF year.

Drop down menu item - Sign Off

For Homes England use only (this should be greyed out).

Drop down menu - Go To

When an RCGF return is open, this menu allows you to move between its seven windows. The left and right arrow buttons perform the same function, moving forward or backward one window at a time.

Display boxes

The RCGF Year box displays the year you have selected. The RP code box displays your registration number.

Status boxes

RP Submission is a progress status box. A tick will appear for returns that you have completed and sent to Homes England, ie, that have been submitted.
3.2 Completing the ‘General Details’ window

This window will self-populate most of your organisation’s details electronically from Homes England’s existing IMS records. However, please check your contact details and amend if they differ from the ones that the system presents. If no details are shown, insert your contact name (mandatory), number and email.

Click the ‘tick box’ when the window is complete.

Ticking this box in each window signifies that you have finished entering data for that window. The window greys out and locks the fields against further changes. However, you can un-tick the box by clicking on it again, or leave it temporarily un-ticked while you obtain information to finish your data entry. The two boxes below the tick box will display the IMS user id and the date.

Although not essential at this stage, it is recommended you click the ‘Save’ button before moving on to the next window.
3.3 Completing the ‘Financial’ window

This window reflects the income and expenditure for the year ended 31 March 2019.

The opening balance for the year is automatically populated and should be the same as the closing balance from your previous year’s RCGF return.

Starts and completions fields in this screen are mandatory for rows H, K, O and R where expenditure is recorded in these rows. Zero values are acceptable for either starts or completions but not both. System validation will prevent the screen from being ticked as complete if this data is missing. The total for starts and completion outputs will be displayed in row Z.

Enter information, by placing the cursor in the column headed ‘£’, as appropriate; and provide information in the ‘Comment’ column where necessary. There is also an opportunity to expand your comments in the ‘Statement of Intentions’ window later on (see section 3.7).
Row A  This will be the closing balance brought forward from your organisation’s RCGF return for the year ending 31 March 2018 (where applicable) and is automatically generated within IMS.

**Inputs**

Row B  Enter the total amount of new recoverable grant credited to your fund during the year.

Row C  Enter the amount of previously recycled grant credited to your fund during the year, i.e., recycled grant spent in previous years but subject to further recycling during 2018/19 following a new relevant event. If the recoverable amount consists of both original and recycled grant the sum should be apportioned between rows B and C as appropriate. For example, if your RCGF was debited during 2007/2008 to fund the development of New Build HomeBuy homes and, during 2018/19, a number of the shared owners purchased further shares through staircasing. The RCGF-funded element allocated to the additional shares purchased is subject to recovery and the net receipt should be credited to your RCGF at the date of sale. As these homes were funded through RCGF rather than new grant, these receipts should be recorded in row C and not row B.

Row D  Enter the total amount of recycled grant that has been transferred to your organisation during the year from other Registered Providers. Please complete the ‘Comment’ field to indicate from which Registered Provider(s) the transfer came. If the transfer was from more than one Registered Provider then please indicate the amount from each in the ‘Comment’ column.

Row E  Enter details of the interest due for this year calculated as per section 5.6 of Homes England Capital Funding Guide Grant Recovery chapter – [https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery](https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery)

**Note:** Rows B to D should match the total in the ‘Analysis of Inputs’ window (see section 3.4).
Withdrawals

Note: Where rows refer to delivery ‘as part of the 16-21 programme’ you should include all schemes delivered through Homes England’s (and its predecessor organisations) affordable homes programmes including AHP, SOAHP and others (i.e., all that have been recorded separately on IMS). ‘Outside of the 16-21 programme’ should be interpreted as not delivered through any of the Homes England (and its predecessor organisations) affordable homes programmes (i.e., not recorded separately on IMS).

Row F  Enter the amount of recycled grant debited during the year to fund the development of new Affordable Rent homes, and enter the number of starts and completions in the relevant columns (optional). This row should only include RCGF used to fund homes developed solely with recycled grant, not recycled grant combined with new grant.

Row G  Enter the amount of recycled grant debited during the year to fund new social rent homes as part of the 16-21 programme, and enter the number of starts and completions in the relevant columns (optional). This row should only include RCGF used to fund homes provided solely with recycled grant, not recycled grant combined with new grant.

Row H  Enter the amount of recycled grant debited during the year to fund new social rent homes outside of the 16-21 programme, and enter the number of starts and completions in the relevant columns (mandatory). This row should only include RCGF used to fund homes provided solely with recycled grant.

Row I  Enter the amount of recycled grant debited during the year to fund eligible re-improvements to your organisation’s own stock, and enter the number of starts and completions in the relevant columns (optional). This row should only include RCGF used to fund homes re-improved solely with recycled grant, not recycled grant combined with new grant.

Row J  Enter the amount of recycled grant debited during the year to fund the provision of additional rehab homes and Existing Satisfactory Purchase (ESPs) as part of the 16-21 programme, and enter the number of starts and completions in the relevant columns (optional). This row should only include RCGF used to fund homes provided solely with recycled grant, not recycled grant combined with new grant.
Row K  Enter the amount of recycled grant debited during the year to fund the provision of additional rehab homes and Existing Satisfactory Properties (ESPs) **outside** of the 16-21 programme, and enter the number of starts and completions in the relevant columns (mandatory). This row should only include homes provided solely with recycled grant.

Row L  Enter the amount of recycled grant debited during the year to fund conversion or re-improvement of existing owned stock into smaller Affordable Rent homes, and enter the number of starts and completions in the relevant columns (optional). This row should only include RCGF used to fund homes provided solely with recycled grant, **not** recycled grant combined with new grant.

Row M  Enter the amount of recycled grant debited during the year to fund eligible major repairs and miscellaneous work to your organisation's existing stock. This row should only include RCGF used to fund homes repaired solely with recycled grant, **not** recycled grant combined with new grant.

Row N  Enter the amount of recycled grant debited during the year to build/purchase Affordable Home Ownership homes as part of the 16-21 programme, and enter the number of starts and completions in the relevant columns (optional). This row should only include RCGF used to fund homes provided solely with recycled grant, **not** recycled grant combined with new grant.

Row O  Enter the amount of recycled grant debited during the year to build/purchase Affordable Home Ownership homes **outside** of the 16-21 programme, and enter the number of starts and completions in the relevant columns (mandatory). This row should only include RCGF used to fund homes provided solely with recycled grant.

Row P  Enter the amount of recycled grant debited to fund the re-purchase of shares via downward staircasing as per CFG Grant Recovery chapter 6.5 - [https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery](https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery). This row should only include RCGF used to fund shares repurchased solely with recycled grant, **not** recycled grant combined with new grant.

Row Q  Enter the amount of recycled grant debited during the year to fund any of the above type of withdrawal **that has been combined with allocations of new grant** as part of the 16-21 programme, and enter the number of starts and

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completions in the relevant columns (optional). You should only enter the amount of recycled grant contributed, do not include the amount of any new grant or Disposal Proceeds Fund. To avoid double counting of outputs, please do not include any of this expenditure or the homes funded through this route in the ‘Analysis of Housing Completions’ window (section 3.6).

Row R Not applicable.

Row S **For Homes England Strategic Partner organisations only** - enter the amount of recycled grant that has been used to fund new homes as part of your organisation’s Strategic Partnership programme. This should be separate to any recycled grant debited during the year to fund homes as part of the 16-21 programme, or outside of it (as specified in some of the rows above).

Row T Enter the total amount of recycled grant from your fund which has been transferred to other Registered Providers during the year. Please input to the ‘Comment’ field to identify the recipient Registered Provider(s).

Row U Enter the total amount of recycled grant debited from the fund during the year and repaid to Homes England. This figure should reflect both the recycled grant and any associated interest and should include any three year old grant repaid. The date of debit should reflect the date the payment is made to Homes England.

Row V Enter the amount of recycled grant debited to fund other permitted uses such as those outlined at section 6 of the CFG Grant Recovery chapter https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery. You are also required to provide an explanation of what it has been spent on in the ‘Comment’ field.

Row W Enter any amount of recycled grant that has been notionally ‘debited’ during the year and meets the ‘committed’ policy requirements as set out at 5.10.4 of the CFG Grant Recovery chapter – https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery

These sums should then not be included in next year’s return as withdrawals.

Row X Enter the amount of recycled grant debited during the year that has funded eligible land acquisition as outlined at section 6.6 of the CFG Grant Recovery chapter - https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery
Note  The withdrawals will not necessarily match the expenditure in the ‘Analysis of housing completions’ window. This is because the latter includes total development expenditure relating to completed homes, and the development period may have extended over more than one RCGF year. In this ‘Financial’ window, you are required to only show the amount(s) debited (withdrawn) during the year of this return.

Prior Year Adjustment

Row Y  Where a prior year adjustment, which can be either positive or negative, needs to be recorded this should be done here. If the adjustment is a negative one, the amount should be preceded by a minus sign. Where a prior year adjustment is to be made you are required to provide details in the ‘Comment’ box, or an error message will appear. Prior year adjustments should not reflect any interest.

Closing Balance

Row Z  This will be calculated by the system taking in to account the information entered in Rows A through to Y. However, Homes England would recommend that you check it agrees with your own organisation’s calculations. The calculation is as follows: Closing balance = the sum of (rows A to E) minus the sum of (rows F to X) plus / minus any amount entered in (row Y). If there are any differences between the IMS closing balance and your own, check all the input windows. If the error cannot be explained, you should contact the IMS helpdesk on 01908 353 604 or email servicedesk@homesengland.gov.uk

Row AA  This row is only for organisations that are contracted with Homes England as a Strategic Partner (as at 31 March 2019) to complete. The amount entered here should be the amount of RCGF (as at the end of March 2019) remaining within the Strategic Partnership fund based on the total amount specified in the Grant Agreement. For Strategic Partner organisations, all other RCGF (outside of the amount specified in the Grant Agreement for the Strategic Partnership) should be reported as normal in rows A to Y above.
Note: these rows should exclude RCGF funds forming part of Strategic Partnership grant agreements.

Sums in your RCGF are time limited and you should identify and record amounts here that have been in your fund as follows:

- for less than 1 year at AB
- 1 year but less than 2 at AC
- 2 years but less than 3 at AD

Following an entry in the £ column the cursor will take you to the comments window. Whilst this box is not mandatory it is useful to record some brief detail. However, you will be required to complete the 'Statement of Intentions' window later on to provide details of how your organisation intends to spend these sums.

Row AE  Please identify (where relevant) the amount of RCGF that has been in your fund for 3 years or more as at 31 March 2019. The system will generate a warning message when 3-year old grant is entered in to this row as below.

Details on how to calculate 3-year-old grant can be found in section 5.10 of the CFG Grant Recovery chapter
https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery

Row AF  For sums recorded in row AE, calculate and enter the amount of interest due on those sums for the year ending March 31 2019. This figure should also be included in the total interest figure shown in row E.
Sums in rows AE and AF are repayable to Homes England. Registered Providers may request permission from Homes England to roll over three-year-old RCGF. Approval for this must be formally requested from your contract manager and you must have proposals to reinvest in new supply in accordance with the permitted purposes of RCGF. Refer to guidance at section 5.8 of the CFG Grant Recovery chapter – https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery

If you intend to repay your outstanding balance, please do not send a payment until your organisation has received an invoice from Homes England. The invoice will also include additional interest due for the period from 1 April 2019 to the date of the invoice. Refer to guidance at section 5.11 of the CFG Grant Recovery chapter – https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery

When you are satisfied the data is correct and the financial window has been fully completed, click on the ‘tick’ box, save and refer to the next window.

Please note that if the sum of the fund fields (rows AB to AE), plus any Strategic Partner RCGF (where relevant in row AA) does not equal the Closing balance (row Z) then you will not be able to save this information and will receive the following error message:-
3.4 Completing the ‘Analysis Of Inputs’ window

This window records the source of grant you have recycled during the year. Therefore the total of the ‘£ credited to RCGF’ column must equal the sum of rows B, C and D in the financial window.

**Type of input**

*Right to Buy* refers to Preserved RTB sales.

*Shared Ownership Staircasing Sales* relates to grant-funded Shared Ownership products only, for example Affordable Home Ownership or New Build HomeBuy.

*Voluntary sales* relates to other shared ownership sales and any subsequent staircasing on voluntary terms. Further details can be found at: [https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery](https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery) section 3.4.4.16

*Homebuy Redemptions* relate to disposals of grant-funded property or land, or the redemption of equity loans. Further details can be found at - [https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery](https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery), section 3.4.8

*Voluntary Right to Buy* relates to disposals of grant-funded property under the Voluntary Right to Buy terms. Further details can be found at - [https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery](https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery), section 3.4.9

*Right to Acquire* - Following the closure of the Disposal Proceeds Fund (DPF), recycled grant from Right to Acquire sales that were previously credited to your DPF should now be credited to your RCGF.
Disposals outside the sector relates to outright sales on the open market and private sales. Further details can be found at – [https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery](https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery), section 3.4.4

Other Relevant Events should include credits to your fund not covered above, for example they might arise from:

- Change of use
- Demolition, where grant is not ‘resting in the ground’

No. of individual units sold etc

Enter the number of units sold relevant to each input type. For example if selling a house this will count as one unit regardless of how many bedrooms it has. If selling a house that had been converted into three flats, count this as three units. *Note that staircasing events are not counted as units; they are just a financial transaction.*

£ Credited to RCGF

This column will round up or down any decimal places, such as pence, and will reject negative amounts. A warning will appear if you make an entry in the ‘No. of sales’ column without a corresponding amount in the ‘£ credited’ column.

However, this can be overridden as it is possible, in principle, for a sale to occur with no credit to RCGF (e.g. shared ownership repossession).

For more information on calculating recycled grant refer to guidance at section 3 of the CFG Grant Recovery chapter – [https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery](https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery)

When you are satisfied the data is correct and the Analysis of Inputs window has been fully completed, click on the ‘tick’ box, save and refer to the next window.

You can ignore the error message at this stage.
3.5 Completing the ‘Analysis of Balances by Local Authority’ window

![Image of the 'Analysis of Balances by Local Authority' window]

This window records the location of the origin and subsequent spend of your recycled grant.

As required within the Homes England CFG Grant Recovery chapter section 7.2 this information should have been retained during the year. [https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery](https://www.gov.uk/guidance/capital-funding-guide/7-grant-recovery)

The system will present the opening balance in each local authority based on the closing balance from your previous return. However, you are able to amend the opening balance if necessary. If you amend the opening balance, IMS will ask you to confirm if you wish to use the revised details.

**Note:** The system will check that the total closing balance in this screen agrees with the closing balance in the financial screen. A warning message will appear if the two sets of closing balances are not reconciled. If the difference is related to interest, you are required to use the adjustment column to enter the balancing interest amount. This will need to be entered against one or more local authority as appropriate. Differences that are non-interest related will need to be resolved by checking that the LA opening balance, inputs, withdrawal and transfer amounts agree with the financial screen.
The ‘Inputs’ column should be completed to record which local authority has had amounts credited into the fund during the year.

The ‘Withdrawals’ column should be completed to record amounts spent within each local authority.

The ‘Transfers’ column should only be completed if you have transferred, or received, balances to/from other Registered Providers. Show the figure as positive or negative as appropriate.

The ‘Adjustment’ column should only be completed if the total closing balance in this screen differs to the closing balance in the financial screen and the system presents an error message to indicate this. If the difference is related to interest, the balancing figure should be entered in this column against the relevant or most appropriate local authority.

The last column should be used to indicate how much of the closing balance is over three years old. The system should warn you if the amount of three-year-old grant exceeds the closing balance.

Where a local authority no longer exists please use the ‘Withdrawals’ column to record the total amount to be withdrawn. The amount withdrawn should reflect both the opening balance and any in-year credits. The closing balance should then show as zero. The withdrawn amount must then be entered in the ‘Inputs’ column of the appropriate local authority. You may need to create a new row for the recipient local authority (see below how to create a new row) and enter the amount in the ‘Inputs’ column.

To create a new row, for a new local authority or one where grant is being recycled for the first time, click the ‘Add row’ button at the bottom left of the window.

Local authority codes can be found on the main IMS screen which can be accessed by minimising the main RCGF screen. Select ‘Allocations’ then select ‘Review/Manage Allocations’. Place the cursor in the local authority code box and right click the mouse.
A ‘LA Search’ window will appear. Place the cursor in the ‘Name’ box, type in the first few letters of the local authority name, and click the ‘Find’ button to the right. The table of results will display the name and corresponding code number. You will then need to return to the ‘Analysis of Balances by Local Authority’ window to complete the new row.

To delete a row, highlight it by placing the cursor in the left-hand margin and select the ‘X’ button. An ‘X’ will appear in the left-hand margin to indicate the rows marked for deletion. The actual deletion will happen upon saving. To cancel the planned deletion, repeat the process of placing the cursor in the left-hand margin and selecting the ‘X’ button.

When you are satisfied the data is correct and the ‘Analysis of Balances by Local Authority’ window has been fully completed, click on the ‘tick’ box, save and refer to the next window.

You can ignore the error message at this stage.

3.6 Completing the ‘Analysis of Housing Completions’ window

This window records how much recycled grant your organisation has spent, and on what, during the year and helps Homes England build a national picture of how recycled grant has been used.

Note: There is validation in place to ensure that the total scheme costs equal the sum of all cost contributions.
Only include homes completed during the year in question, but record their total cost; even if their development began and some costs were incurred in a previous year.

Exclude any homes produced with a combination of recycled grant and new grant to avoid double counting, as these will be recorded via the IMS programme delivery screens. This also applies to nil grant schemes recorded through IMS.

Exclude major repairs and miscellaneous works as you should have recorded these in Row M of the ‘Financial’ window; but include re-improvements from row I of the ‘Financial’ window.

Create a new row by clicking the button towards the bottom left of the window.

**Scheme number**

In this window you are only required to record details of homes delivered outside of the programme. Therefore a scheme number(s) is not relevant as this is an IMS-generated reference.

**Scheme address**

Enter the address details of the scheme.

**Columns 3 to 5 – Type and number of homes produced**

Enter the number of homes produced in the scheme according to the categories in these columns. For a definition of re-improvement, refer to the CFG Section 3.3.3 [https://www.gov.uk/guidance/capital-funding-guide/8-procurement-and-scheme-issues](https://www.gov.uk/guidance/capital-funding-guide/8-procurement-and-scheme-issues)

**Supported housing or not**

This column requires an entry to indicate whether homes are supported housing or not. Use the drop down menu as required for this purpose. ‘SUP’ is supported housing; ‘N-SUP’ is not supported. If you have a mixed scheme, use separate rows to record the supported and non-supported housing homes.
Property code

This column requires an entry to indicate whether the homes are new build or not. Use the drop down menu to select the appropriate option. The same consideration as above should be applied to mixed unit schemes.

Local authority code and area

If you enter the correct local authority code, the local authority area will be self-populated. To find the codes, see the guidance provided above under the ‘Analysis of Balances by Local Authority’ window guidance at 3.5 above.

Financial columns

The subsequent columns require details of how your organisation financed the homes produced. Homes England may use this information to analyse or calculate the average cost and grant rates of homes funded by recycled grant. Therefore all funding sources for these homes must be provided in these columns. The system expects the last five columns to equal the total scheme costs column.

When you are satisfied the data is correct and the Analysis of Housing Completions window has been fully completed, click on the ‘tick’ box, save and refer to the next window. You can ignore the error message at this stage.

3.7 Completing the ‘Statement of Intentions’ window

This window is required to be completed where your fund contains any recycled grant regardless of age. Please set out in brief when and how you intend to use the recycled
grant in your 0, 1, 2 and 3 year balances of RCGF. Note that you must enter a comment that is more than 20 characters in this screen.

Homes England will review this window to see what plans your organisation has for using these sums within the remaining years allowed. In particular, we will be interested in how your plans match both Homes England’s priorities and any local priorities.

You can also use this window to record any other comments about your return. When you are satisfied the data is correct and the Statement of Intentions window has been fully completed, click in the ‘tick’ box, and save.

**Note:** At this stage you must review the list of errors and make the necessary changes to the relevant window(s) before moving on, as the next window relates to certification and submission of the return.

### 3.8 Completing the ‘RP Certification and Signature’ window

This window is required to be completed by a user with ‘submit RCGF’ permission to certify that your organisation has complied with Homes England requirements in the administration of your RCGF.

Ticking the box at the bottom left of this window signifies that your organisation is satisfied that the return is correct and complete before submitting it electronically to Homes England. Before finally ticking this box you should ensure that you do not need to amend any of the previous windows.
There is no need to enter anything in the name of authorised signatory box. However, if the tick box is greyed out; this could mean that your system administrator may have given you ‘enter RCGF’ permission but not ‘submit RCGF’ permission; or you may see a dark red message along the foot of this window advising that you need to complete last year’s return first.

The name of the signatory will appear when ticked.

Although there is no automatic acknowledgement, there are two ways of telling that your return has been successfully submitted. First, the RP submission status box (see Status Boxes entry at 3.1 above) will display a greyed out tick instead of a blank. Secondly, if you print a copy of your return it will show the status.

Should you need to cancel your submission to make changes, a user with ‘submit RCGF return’ permission should remove the tick and save the removal. However, this will need to be done before the 30 June 2019 deadline. After making and saving any amendments, the ‘submit return’ box should be ticked again and the return saved.

If you need to make changes after the deadline for submission, you should contact your Homes England contract manager. Providing there is a valid reason for doing so, the return will be re-opened, enabling you to edit and re-submit.

3.9 Late Submissions

Returns that are submitted in IMS after the deadline of 30 June 2019 are identified by the system as late returns and as such you will be required to complete the ‘Late Submission Comment’ box giving an explanation. All late submissions will be reviewed by your contract manager, and signed off provided that there is a valid reason for the delay.

4 External auditors

Your auditors must have regard to the disclosure of RCGF balances and transactions within their sign-off of your accounts, and it is recommended you use the print function to provide them with a hard copy of your return. If you should cancel the sign off and make changes, print another copy for your external auditors.

You must keep a record of external auditors’ examinations of RCGF accounts. Any observations by the external auditor should be communicated to your contract manager.

To return to the main menu, close and save, exit (F3) or press this icon.