

**Statement of Local Authority claimed entitlement to  
HOUSING BENEFIT SUBSIDY for 2019/2020**

AUTHORITY NAME										001
AUTHORITY REFERENCE NUMBER										002

**IMPORTANT:**

1. Please read the guidance notes before you fill in this form.
2. Incorrectly completed forms may have to be returned and errors may result in payment being delayed.
3. Deadline for receipt is **30 APRIL 2020**; deadline for receipt of the auditor-certified claim is **30 NOVEMBER 2020**.

**FINAL SUBSIDY CLAIM FOR HOUSING BENEFIT – 2019/2020**

SUBSIDY CLAIMED FOR RENT REBATES (Cell 036S + Cell 076S)	£	003
SUBSIDY CLAIMED FOR RENT ALLOWANCE (Cell 129S)	£	004
ADMINISTRATION SUBSIDY RECEIVED	£	005

TOTAL REDUCTION FOR PRIOR YEAR UNCASHED PAYMENTS (Cell 179S)	£	006
<b>TOTAL SUBSIDY CLAIMED</b> Cells (003+004+005) – (006)	£	007

LESS INTERIM BENEFIT SUBSIDY	£	008
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<b>BALANCE NOW OWED TO OR BY (-) AUTHORITY</b> (Cell 007 – Cell 008)	£	009
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**PLEASE PROVIDE A LOCAL AUTHORITY CONTACT:**

Name: .....

Telephone No. (+STD) ..... Ext .....

**Completed final claim should be returned by e-mail to:  
HBSubsidy@dwp.gsi.gov.uk**

**FOR DEPARTMENT USE ONLY**

Input by   
Date

Authorised   
Date

**Department for Work and Pensions**  
HB Subsidy Team  
Housing Delivery Division  
Housing Benefit Unit (Room B120D)  
Warbreck House  
**BLACKPOOL**  
FY2 0UZ

**Telephone:**  
01253 337972  
01253 337763  
01253 337975

**Cell 010 - Spare**

**RENT REBATES (TENANTS OF NON-HRA PROPERTIES)**

**TOTAL EXPENDITURE  
(Benefit Granted)**

£

011

**EXPENDITURE**

**RATE**

**SUBSIDY**

**BOARD AND LODGING AND NON SELF-CONTAINED LICENSED ACCOMMODATION  
WHERE THE LOCAL AUTHORITY IS THE LANDLORD**

Expenditure **up to** the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375).

£

012

1.00

£

012S

Expenditure **above** the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375).

£

013

NIL

£

013S

**NON-HRA LEASED AND SELF-CONTAINED LICENSED ACCOMMODATION WHERE THE  
LOCAL AUTHORITY IS THE LANDLORD**

Expenditure **up to** the lower of 90% of the appropriate LHA rate for the property, and the upper limit (£500 or £375).

£

014

1.00

£

014S

Expenditure **above** the lower of 90% of the appropriate LHA rate for the property plus the management costs element, and the upper limit (£500 or £375).

£

015

NIL

£

015S

**Cells 016 to 020 - Spare**

**Cell 021 – Scotland only**

**EXTENDED PAYMENTS**

Total extended payments of non-HRA rent rebates.

£

022

1.00

£

022S

**NON-HRA RENT REBATE EXPENDITURE ATTRACTING FULL-RATE SUBSIDY WHICH IS  
INCLUDED IN CELL 011 BUT NOT OTHERWISE SEPARATELY IDENTIFIED IN THIS  
SECTION**

£

023

1.00

£

023S

**OVERPAID (NON-HRA) RENT REBATES (CURRENT YEAR)**

DWP error overpayments recovered.

£

024

NIL

£

024S

DWP error overpayments not recovered.

£

025

1.00

£

025S

LA error and administrative delay overpayments.	£	026	NIL	£	026S
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Technical overpayments.	£	027	NIL	£	027S
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Eligible overpayments.	£	028	0.40	£	028S
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### OVERPAID (NON-HRA) RENT REBATES (PRIOR YEARS)

DWP error overpayments recovered.	£	029	NIL	£	029S
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DWP error overpayments not recovered.	£	030	1.00	£	030S
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LA error and administrative delay overpayments.	£	031	NIL	£	031S
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Technical overpayments.	£	032	NIL	£	032S
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Eligible overpayments.	£	033	0.40	£	033S
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<b>TOTAL SUBSIDY CLAIMED AT FULL RATE</b> Cell 034S = (012S+014S+022S+023S+025S) – (029+031+032+033).	£				034S
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<b>TOTAL SUBSIDY CLAIMED AT REDUCED RATES</b> Cell 035S = 028S+033S.	£				035S
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<b>TOTAL NON-HRA RENT REBATE SUBSIDY CLAIMED</b> Cell 036S = 034S+035S+208S. (The amount in cell 036S is added to the amount in cell 076S and entered in cell 003.)	£				036S
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### IN-YEAR RECONCILIATION

Cell 037 = total of cells (012 to 015) and (022 to 028);  
this must equal the figure in cell 011.

£	037
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### BACKDATED EXPENDITURE

£	038
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Cells 039 to 054 – Spare

**RENT REBATES (TENANTS OF HRA PROPERTIES)**

**TOTAL EXPENDITURE  
(Benefit Granted)**

£	055
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**EXPENDITURE**

**RATE**

**SUBSIDY**

**HRA LEASED AND SELF-CONTAINED LICENSED ACCOMMODATION WHERE THE LOCAL AUTHORITY IS THE LANDLORD**

Expenditure **up to** the lower of 90% of the appropriate LHA rate for the property, and the upper limit (£500 or £375).

£	056	1.00	£	056S
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Expenditure **above** the lower of 90% of the appropriate LHA rate for the property plus the management costs element, and the upper limit (£500 or £375).

£	057	NIL	£	057S
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**Cell 058 - Spare**

**EXTENDED PAYMENTS**

Total extended payments of HRA rent rebates.

£	059	1.00	£	059S
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**Cell 060 – England only**

**HRA RENT REBATE EXPENDITURE ATTRACTING FULL-RATE SUBSIDY WHICH IS INCLUDED IN CELL 055 BUT NOT OTHERWISE SEPARATELY IDENTIFIED IN THIS SECTION**

£	061	1.00	£	061S
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**DRI DEDUCTION (Cell 190S)**

£	062S
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**OVERPAID (HRA) RENT REBATES (CURRENT YEAR)**

DWP error overpayments recovered.

£	063	NIL	£	063S
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DWP error overpayments not recovered.

£	064	1.00	£	064S
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LA error and administrative delay overpayments.

£	065	NIL	£	065S
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Technical overpayments.

£	066	NIL	£	066S
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Eligible overpayments.

£	067	0.40	£	067S
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## OVERPAID (HRA) RENT REBATES (PRIOR YEARS)

DWP error overpayments recovered. 

£	068	NIL	£	068S
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DWP error overpayments not recovered. 

£	069	1.00	£	069S
---	-----	------	---	------

LA error and administrative delay overpayments. 

£	070	NIL	£	070S
---	-----	-----	---	------

Technical overpayments. 

£	071	NIL	£	071S
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Eligible overpayments. 

£	072	0.40	£	072S
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**TOTAL SUBSIDY CLAIMED AT FULL RATE**

£	073S
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Cell 073S = (056S+059S+061S+064S)  
– (062S+068+070+071+072).

**TOTAL SUBSIDY CLAIMED AT REDUCED RATES**

£	074S
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Cell 074S = 067S+072S.

**SUBSIDY LIMITATION PERCENTAGE**

%	075
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**TOTAL HRA RENT REBATE SUBSIDY CLAIMED**

£	076S
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Cell 076S = (073S+074S+209S) x 075.  
(The amount in cell 076S is added to the amount in cell 036S and entered in cell 003.)

**IN-YEAR RECONCILIATION**

£	077
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Cell 077 = total of cells (056 to 061) and (063 to 067): this must equal the figure in cell 055.

**BACKDATED EXPENDITURE**

£	078
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**Cell 079 – England only**

**Cells 080 to 093 - Spare**

### RENT ALLOWANCES

**TOTAL EXPENDITURE (Benefit Granted)**

£	094
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EXPENDITURE
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RATE
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SUBSIDY
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### REGULATED TENANCIES

Total expenditure in respect of “regulated tenancies” entered into before de-regulation. 

£	095	1.00	£	095S
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**EXPENDITURE UNDER THE RENT OFFICER ARRANGEMENTS:  
 CASES REFERRED TO THE RENT OFFICER BY 30 APRIL 2020 AS REQUIRED  
 (EXCLUDING EXPENDITURE MADE UNDER PAYMENTS ON ACCOUNT UNDER REG.93  
 OF SI 2006 No.213 OR REG.74 OF SI 2006 No. 214)**

CLAIMS ADMINISTERED UNDER THE PRE-1996 RULES

Total expenditure on that part of weekly eligible rent above the rent officer's determination on a claim where restrictions could not be made under Regs.13 or 13ZA.

£	096	0.60	£	096S
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Total expenditure on that part of weekly eligible rent above the rent officer's determination on a claim where restrictions could be made under Regs.13 or 13ZA. Exclude amounts in cell 096.

£	097	NIL	£	097S
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Total expenditure on that part of weekly eligible rent at or below the rent officer's determination on a claim.

£	098	1.00	£	098S
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MAXIMUM RENT CASES

Total expenditure up to the maximum rent.

£	099	1.00	£	099S
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**EXPENDITURE UNDER THE RENT OFFICER ARRANGEMENTS:  
 PAYMENTS MADE ON ACCOUNT UNDER REG.93 OF SI 2006 No. 213 OR REG.74 OF SI  
 2006 No. 214 AND REFERRAL MADE TO THE RENT OFFICER BY 30 APRIL 2020**

Total expenditure arising from payments made on account under Reg.93 of SI 2006 No. 213 or Reg.74 of SI 2006 No. 214 in which a referral was made by 30 April 2020.

£	100	1.00	£	100S
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**EXPENDITURE UNDER THE RENT OFFICER ARRANGEMENTS:  
 CASES REQUIRING REFERRAL BUT NO REFERRAL MADE BY 30 APRIL 2020**

Expenditure where there is no current determination and no referral made by 30 April 2020.

£	101	NIL	£	101S
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**EXPENDITURE UNDER THE RENT OFFICER ARRANGEMENTS:  
 CASES EXCLUDED FROM REQUIREMENT TO REFER TO THE RENT OFFICER**

Total expenditure related to cases not requiring referral to the rent officer.

£	102	1.00	£	102S
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**LHA EXPENDITURE**

Total expenditure in claims administered under LHA rules.

£	103	1.00	£	103S
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**EXPENDITURE ON BOARD AND LODGING AND NON SELF-CONTAINED LICENSED ACCOMMODATION PROVIDED AS TEMPORARY OR SHORT TERM ACCOMMODATION WHERE A REGISTERED HOUSING ASSOCIATION IS THE LANDLORD**

Expenditure **up to** the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375). 

£	104	1.00	£	104S
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Expenditure **above** the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375). 

£	105	NIL	£	105S
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**EXPENDITURE ON SELF-CONTAINED LICENSED ACCOMMODATION AND ACCOMMODATION OWNED OR LEASED BY A REGISTERED HOUSING ASSOCIATION PROVIDED AS TEMPORARY OR SHORT TERM ACCOMMODATION WHERE A REGISTERED HOUSING ASSOCIATION IS THE LANDLORD**

Expenditure **up to** the lower of 90% of the appropriate LHA rate for the property, and the upper limit (£500 or £375). 

£	106	1.00	£	106S
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Expenditure **above** the lower of 90% of the appropriate LHA rate for the property plus the management costs element, and the upper limit (£500 or £375). 

£	107	NIL	£	107S
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**SUPPORTED RENT EXPENDITURE**

Total expenditure for any claims or awards that have had their eligible rent calculated within the rules that have replaced the use of the pre 1996 rules for “exempt accommodation”. 

£	108	1.00	£	108S
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**EXTENDED PAYMENTS**

Total extended payments of rent allowance. 

£	109	1.00	£	109S
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**RENT ALLOWANCE EXPENDITURE ATTRACTING FULL-RATE SUBSIDY WHICH IS INCLUDED IN CELL 094 BUT NOT OTHERWISE SEPARATELY IDENTIFIED IN THIS SECTION**

£	110	1.00	£	110S
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**OVERPAID RENT ALLOWANCES (CURRENT YEAR)**

DWP error overpayments recovered. 

£	111	NIL	£	111S
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DWP overpayments not recovered. 

£	112	1.00	£	112S
---	-----	------	---	------

LA error and administrative delay overpayments. 

£	113	NIL	£	113S
---	-----	-----	---	------

Eligible overpayments. 

£	114	0.40	£	114S
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Duplicate payments.

£	115	0.25	£	115S
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Recovered overpayments resulting from the use of payments on account made under Reg.93 of SI 2006 No.213 or Reg.74 of SI 2006 No.214.

£	116	NIL	£	116S
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Overpayments resulting from the use of payments on account made under Reg.93 of SI 2006 No.213 or Reg.74 of SI 2006 No.214 which have not been recovered.

£	117	1.00	£	117S
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### OVERPAID RENT ALLOWANCES (PRIOR YEARS)

DWP error overpayments recovered.

£	118	NIL	£	118S
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DWP overpayments not recovered.

£	119	1.00	£	119S
---	-----	------	---	------

LA error and administrative delay overpayments.

£	120	NIL	£	120S
---	-----	-----	---	------

Eligible overpayments.

£	121	0.40	£	121S
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Duplicate payments.

£	122	0.25	£	122S
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Recovered overpayments resulting from the use of payments on account made under Reg.93 of SI 2006 No.213 or Reg.74 of SI 2006 No.214.

£	123	NIL	£	123S
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Overpayments resulting from the use of payments on account made under Reg.93 of SI 2006 No.213 or Reg.74 of SI 2006 No.214 which have not been recovered.

£	124	1.00	£	124S
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### TOTAL SUBSIDY CLAIMED AT FULL RATE

Cell 125S = (095S+098S+099S+100S+102S+103S+104S+106S+108S+109S+110S+112S+117S) – (118+120+121+122+123).

£	125S
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### TOTAL SUBSIDY CLAIMED AT REDUCED RATES

Cell 126S = 096S+114S+115S+121S+122S.

£	126S
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### TOTAL RENT ALLOWANCE SUBSIDY CLAIMED

Cell 127S = 125S+126S+210S.

£	127S
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### MODIFIED SCHEME SUBSIDY

(This figure to be transferred from cell 216S.)

£	128S
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### TOTAL SUBSIDY

Cell 129S = 127S + 128S.

(The amount in cell 129S is entered in cell 004.)

£	129S
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**IN-YEAR RECONCILIATION**

Cell 130 = total of cells 095 to 117;  
this must equal the figure in cell 094.

£	130
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**BACKDATED EXPENDITURE**

£	131
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Cells 132 to 178 - Spare

<b>SUBSIDY ADDITIONS AND DEDUCTIONS</b>
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**UNCASHED PAYMENTS**

Subsidy reduction in respect of uncashed payments prior to 2019/2020.

(The amount in cell 179S is entered in cell 006.)

£	179S
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<b>DISPROPORTIONATE RENT INCREASE</b>
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## DISPROPORTIONATE RENT INCREASE CALCULATION

<b>NO</b>	<b>YES</b>
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Is exemption sought under category A – Open and Transparent rent setting policies.

	180a		180b
--	------	--	------

Is exemption sought under category B – Increase by a common percentage or prior year penalty.

	181a		181b
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Disproportionate increase in rent rebates 2018/2019.

%	182
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Disproportionate increase factor for 2018/2019.

		.					183
--	--	---	--	--	--	--	-----

Average weekly rent for LA tenants **in receipt** of rent rebate on 31 March 2020(b); and the average weekly rent for those properties on 31 March 2019(a).

(a)		(b)		184
£	p	£	p	

Average weekly rent for LA tenants **not in receipt** of rent rebate on 31 March 2020(b); and the average weekly rent for those properties on 31 March 2019(a).

(a)		(b)		185
£	p	£	p	

Increase factor for rebated rents.

		.					186
--	--	---	--	--	--	--	-----

Increase factor for non- rebated rents.

		.					187
--	--	---	--	--	--	--	-----

Disproportionate increase in rent rebate.

		.					188
--	--	---	--	--	--	--	-----

Base for deduction.

	189
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**DRI DEDUCTION**

(The amount in cell 190S is entered in cell 062S.)

£	190S
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**Cells 191 to 200 - Spare****LOCAL AUTHORITY ERROR AND ADMINISTRATIVE DELAY SUBSIDY****TOTAL EXPENDITURE ATTRACTING FULL SUBSIDY**

(Cells 034S+073S+125S.)

£	201
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Lower threshold (cell 201 x 0.48%).

£	202
---	-----

Upper threshold (cell 201 x 0.54%).

£	203
---	-----

**TOTAL LA ERROR AND ADMINISTRATIVE DELAY OVERPAYMENTS**

(Cells 026+031+065+070+113+120).

£	204
---	-----

**SUBSIDY CALCULATION**

Enter the figure from cell 204 if less than or equal to cell 202. Otherwise enter "0".

£	205
---	-----

Enter the figure from cell 204 if more than cell 202 but less than or equal to cell 203. Otherwise enter "0".

£	206
---	-----

**LA error and administrative delay subsidy due (cell 205 + (cell 206 x 0.40)).**

£	207S
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**LA ERROR AND ADMINISTRATIVE DELAY SUBSIDY APPORTIONMENTS**

Rebates for non-HRA properties (cell 207S x ((cell 026+031) divided by cell 204)). This figure to be included in cell 036S.

£	208S
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Rebates for HRA properties (cell 207S x ((cell 065+070) divided by cell 204)). This figure to be included in cell 076S.

£	209S
---	------

Rent Allowances (cell 207S x ((cell 113+120) divided by cell 204)). This figure to be included in cell 127S.

£	210S
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**Cell 211 - Spare****MODIFIED SCHEMES SUBSIDY**

Total subsidy claimed before any addition in respect of the operation of a local scheme. (Cells 036S+076S+127S)

£	212
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Enter 0.2% of cell 212.

£	213
---	-----

Expenditure due to the **voluntary** disregarding of War Disablement Pensions or War Widows Pensions.

£	214
---	-----

Enter 75% of cell 214.

£	215
---	-----

Enter the lower of cells 213 and 215. This figure to be transferred to cell 128S.

£	216S
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**Cells 217 to 224 – England only**

**MODIFIED SCHEMES**

Total paid on increase in benefit arising from local schemes which allow some or all of a war disablement or war widow's pension to be disregarded.

Non-HRA Rent Rebate	HRA Rent Rebate	Rent Allowance	Total HB	
				225

**RENT REBATE SUBSIDY LIMITATION SCHEME**

Total HRA rent rebates granted in 2019/20

£	226
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2019/20 weekly rent limit (specified amount 'O' plus guideline weekly rent increase 'P').

£	227
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Derogation from Rent Rebate subsidy limitation, if granted.

£	228
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Average actual weekly rent per dwelling for 2019/20

£	229
---	-----

Rental income for 2019/20

£	230
---	-----

Proportion of rental income rebated in 2019/20

£	231
---	-----

If cell 229 is less than or equal to cell 227 + cell 228, cell 232 = 100%;

£	232
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If cell 229 is greater than cell 227 + cell 228 and if cell 231 is less than or equal to 0.66, cell 232 = (cell 227 + cell 228)/cell 229;

If cell 229 is greater than cell 227 + cell 228 and if cell 231 is greater than 0.66, cell 232 = 1 - (((cell 229 - (cell 227 + cell 228))/cell 229) x (0.66/cell 231)).

(The percentage is transferred to cell 075.)

**LOCAL AUTHORITY CERTIFICATE**

- \* **I APPLY** on behalf of the authority for payment, in advance of certification by the Auditor General for Wales, of the amount shown at cell 009.
- \* **I UNDERTAKE** on behalf of the authority to pay on demand to the Secretary of State the amount shown at cell 009.

**I CERTIFY** that I have examined the entries within this form and that to the best of my knowledge and belief –

the entries are accurate;

the expenditure, on which the claim is based, has been properly incurred in accordance with the Social Security Contributions and Benefits Act 1992 and the instructions made or having force thereunder, in particular the Housing Benefit Regulations 2006;

this claim for subsidy is on the form required by the Secretary of State and the information given on it is in accordance with that Act and the instruments made or having force thereunder, in particular the Income- related Benefits (Subsidy to Authorities) Order 1998;

no amounts in this claim have been included in any claim by an authority or authorities\* acting as an agent or agents\* of this authority; and

the authority's administrative systems, procedures and key controls for awarding benefits operate effectively and the authority has taken reasonable steps to prevent and detect fraud.

**SIGNED:**

**DATE:**

**This signature, certifying this claim, must be that of the officer responsible pursuant to Section 151 of the Local Government Act 1972 (Responsible Finance Officer)**

**Name (block)**

.....

**Position held:**

\* Delete as necessary

**Certificate of the Auditor General for Wales**

The Statement of Responsibilities of grant-paying and receiving bodies, the Auditor General for Wales and the auditors who work under his arrangements for certifying claims and returns sets out the respective responsibilities of these parties. It also sets out the limitations of the responsibilities of the Auditor General for Wales and the auditors working under his arrangements.

I / We have examined the entries in this form (which replaces or amends the original submitted to me / us by the receiving body dated \_\_\_\_\_)\* and the related accounts and records of the receiving body in accordance with Certification Instruction A01, and have carried out the tests in Certification Instruction number \_\_\_\_\_ and obtained such evidence and explanations as I / we consider necessary.

(Except for the matters raised in the attached qualification letter dated \_\_\_\_\_)\*

I / we have concluded that nothing has come to our attention to indicate that the claim or return:

- is not fairly stated; and
- is not in accordance with the relevant terms and conditions.

Signature

\_\_\_\_\_

Name (block capitals) \_\_\_\_\_

(on behalf of the Auditor General for Wales)

Date

\_\_\_\_\_

*\*Delete as necessary*