

## GRANT CLAIM FORM

**Organisation:** The Scots Language Resource Centre Association Limited  
A K Bell Library  
York Place  
Perth  
PH2 8EP

**Bank details:** [REDACTED]

**Project:** Scots Language Centre

**Total agreed grant for 2014/15:** £70,000

**Latest forecast of expenditure of grant for 2014-2015 -** £ 84,000

**Grant claimed to date:** £ 30,000

**Unexpended grant:** nil

**Claim for grant for the period from 1/04/14 to 31/03/2015:**

We hereby claim £ 20,000 grant of £ 70,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 17 March 2014 and the Schedules attached thereto.

**Completed by:** [REDACTED]

**Position:** Hon Treasurer

**Contact Details: Email:** [REDACTED]

**Date:** 17 December 2014

### Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	10,663	Partial Invoice/PAYE	
Web site Design & Management	5,757	Y	
Accounting & Legal (PAYE)	500	N	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	4,869	Y	
<b>Total</b>	<b>23,664</b>		

\* Note the total should add up to the total expenditure claimed for the period.

Actual	2014/15			30 Apr 14		31-May-14		30-Jun-14		31-Jul-14		31-Aug-14		30-Sep-14		31-Oct-14		Quarter to	
	31 October 2014			Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	31/10/14	
	7 Months	7 Months		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual		
	Actual	Budget		£	£	£	£	£	£	£	£	£	£	£	£	£	£		
<b>Expenditure</b>																			
Fees,Salaries, NIC	1	23,702	24,500	-219	3222	3222	3222	6443	3811	10254	3222	13475	1864	15339	4843	20182	3520	23702	10227
Travel	1	1,017			124	124	256	380	95	474	107	581	37	618	189	807	210	1017	436
Outreach/Technical Support	2	<u>5,941</u>	<u>8,400</u>	<u>-1,459</u>	<u>928</u>	<u>928</u>	<u>928</u>	<u>1856</u>	<u>928</u>	<u>2784</u>	<u>1078</u>	<u>3862</u>	<u>928</u>	<u>4790</u>	<u>993</u>	<u>5783</u>	<u>1158</u>	<u>6941</u>	<u>3079</u>
<b>Staff Costs</b>		<b><u>31,660</u></b>	<b><u>32,900</u></b>	<b><u>1,240</u></b>	<b><u>4273</u></b>	<b><u>4273</u></b>	<b><u>4406</u></b>	<b><u>8679</u></b>	<b><u>4833</u></b>	<b><u>13512</u></b>	<b><u>4407</u></b>	<b><u>17918</u></b>	<b><u>2830</u></b>	<b><u>20748</u></b>	<b><u>6025</u></b>	<b><u>26773</u></b>	<b><u>4888</u></b>	<b><u>31660</u></b>	<b><u>13742</u></b>
Web Site design & man'ment & incidental costs	3	6,695	10,200	3,505	0	0	2678	2678	0	2678	1339	4017	0	4017	0	4017	2678	6695	2678
Accounting & Legal (Paye)		<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>1000</u>	<u>0</u>	<u>1000</u>	<u>500</u>
<b>External Support</b>		<b><u>7,695</u></b>	<b><u>11,200</u></b>	<b><u>3,505</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>2678</u></b>	<b><u>2678</u></b>	<b><u>500</u></b>	<b><u>3178</u></b>	<b><u>1339</u></b>	<b><u>4517</u></b>	<b><u>0</u></b>	<b><u>4517</u></b>	<b><u>500</u></b>	<b><u>5017</u></b>	<b><u>2678</u></b>	<b><u>7695</u></b>	<b><u>3178</u></b>
Property Costs (Contra)		4,375	4,375	0	625	625	625	1250	625	1875	625	2500	625	3125	625	3750	625	4375	1875
Printing/Stat'y/Advert'g	4	123	400	-277	0	0	0	0	0	0	0	0	0	0	0	0	123	123	123
Telephone	5	1,020	1,200	-180	140	140	83	223	204	427	140	567	12	579	296	875	145	1020	453
Incidental costs	6	1,131	1,600	-469	80	80	47	127	820	947	0	947	74	1021	0	1021	110	1131	184
Staff Training	7	0	250	-250	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Projects	8	<u>22,266</u>	<u>5,714</u>	<u>-16,552</u>	<u>2107</u>	<u>2107</u>	<u>629</u>	<u>2736</u>	<u>15314</u>	<u>18050</u>	<u>107</u>	<u>18157</u>	<u>107</u>	<u>18264</u>	<u>1002</u>	<u>19266</u>	<u>3000</u>	<u>22266</u>	<u>4109</u>
<b>Other Costs</b>		<b><u>28,915</u></b>	<b><u>13,539</u></b>	<b><u>-15,376</u></b>	<b><u>2952</u></b>	<b><u>2952</u></b>	<b><u>1384</u></b>	<b><u>1600</u></b>	<b><u>16963</u></b>	<b><u>3249</u></b>	<b><u>872</u></b>	<b><u>4014</u></b>	<b><u>818</u></b>	<b><u>4725</u></b>	<b><u>1923</u></b>	<b><u>5646</u></b>	<b><u>4003</u></b>	<b><u>28915</u></b>	<b><u>6744</u></b>
<b>Total Revenue Costs</b>		<b><u>68270</u></b>	<b><u>57,639</u></b>	<b><u>-10,631</u></b>	<b><u>7225</u></b>	<b><u>7225</u></b>	<b><u>8468</u></b>	<b><u>12957</u></b>	<b><u>22296</u></b>	<b><u>19939</u></b>	<b><u>6618</u></b>	<b><u>26449</u></b>	<b><u>3648</u></b>	<b><u>29990</u></b>	<b><u>8448</u></b>	<b><u>37436</u></b>	<b><u>11569</u></b>	<b><u>68270</u></b>	<b><u>23664</u></b>
Less Notional Rent		<u>4,375</u>	<u>4,375</u>		625	625	625	1250	625	1875	625	2500	625	3125	625	3750	625	4375	1875
<b>Total 7 Months</b>		<b><u>63,895</u></b>	<b><u>53,264</u></b>	<b><u>-10,631</u></b>	<b>6600</b>		<b>7843</b>		<b>21671</b>		<b>5993</b>		<b>3023</b>		<b>7823</b>		<b>10944</b>		

Gaelic & Scots Team  
The Scottish Government  
Area 2-J North  
Victoria Quay  
Edinburgh  
EH6 1QQ

29 April 2015

Dear [REDACTED]

Schedule 2 Grant Claim Form 2015/16

I enclose the Grant Claim Form for the period to 31 March 2016 together with invoices covering the period from 1 January 2015 to 31 March 2015.

If you have any queries, I may be contacted at the email address or phone number detailed within the enclosed paperwork. I look forward to receiving the next tranche of Grant in due course.

Yours sincerely

Susan Grant  
Honorary Treasurer

PARSED FOR PAYMENT	
SIGNATURE	[REDACTED]
NAME (IN CAPS)	[REDACTED]
CCLO	YES/NO
COST CENTRE	[REDACTED]
ACCOUNT CODE	[REDACTED]
DATE	30 April 2015

File this form in accordance with  
Department of Finance Manual Section 6

## GRANT CLAIM FORM

**Organisation:** The Scots Language Resource Centre Association Limited  
 A K Bell Library  
 York Place  
 Perth  
 PH2 8EP

**Bank details** [REDACTED]

**Project:** Scots Language Centre

**Total agreed grant for 2015/16:** £70,000

**Latest forecast of expenditure of grant for 2015-2016 -** £ 84,000

**Grant claimed to date:** £ 0

**Unexpended grant:** nil

**Claim for grant for the period from 1/04/2015 to 31/03/2016:**

We hereby claim £ 10,000 grant of £ 70,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 23 March 2015 and the Schedules attached thereto.

**Completed by** [REDACTED]

**Position:** Hon Treasurer

**Contact Details: Email:** [REDACTED]

**Date:** April 2015

**Items of Expenditure**

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	9,870	Partial Invoice/PAYE	
Web site Design & Management	6,949	Y	
Accounting & Legal (PAYE)	940	N	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	700	Y	
<b>Total</b>	<b>20,334</b>		

\* Note the total should add up to the total expenditure claimed for the period.

Actual	2014/15			30 Ap Month Actual £	
	31 March 2015				
	12 Months Actual £	12 Months Budget £			
<b>Expenditure</b>					
Fees, Salaries, NIC	1	41,389	42,000	1,191	3222
Travel	1	1,802			124
Outreach/Technical Support	2	<u>11,771</u>	<u>14,400</u>	<u>-2,629</u>	<u>928</u>
Staff Costs		<u>54,962</u>	<u>66,400</u>	<u>1,438</u>	4273
Web Site design & man'ment & Incidental costs	3	13,649	17,700	-4,051	0
Accounting & Legal (Paye)		<u>2,740</u>	<u>2,600</u>	<u>240</u>	<u>0</u>
External Support		<u>16,389</u>	<u>20,200</u>	<u>3,811</u>	<u>0</u>
Property Costs (Contra)		7,600	7,500	0	625
Printing/Stat'y/Advert'g	4	170	500	-330	0
Telephone	6	1,656	1,900	-244	140
Incidental costs	6	2,160	3,200	-1,050	80
Staff Training	7	0	500	-500	0
Special Projects	8	<u>34,266</u>	<u>0</u>	<u>34,266</u> Not in Original Budget	<u>2107</u>
Other Costs		<u>45,742</u>	<u>13,800</u>	<u>-32,142</u>	<u>2952</u>
<b>Total Revenue Costs</b>		<u>117093</u>	<u>90,200</u>	<u>-26,893</u>	<u>7226</u>
Less Notional Rent		<u>7,600</u>	<u>7,600</u>	<u>0</u>	625
<b>Total 12 Months</b>		<u>109,593</u>	<u>82,700</u>	<u>-26,893</u>	6600

114	31-May-14		30-Jun-14		31-Jul-14		31-Aug-14		30-Sep-14		31-Oct-14	
Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum
Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
£	£	£	£	£	£	£	£	£	£	£	£	£
3222	3222	6443	3722	10165	3222	13386	1864	15250	4843	20093	3495	23588
124	256	380	95	474	107	581	37	618	189	807	235	1042
<u>928</u>	<u>928</u>	<u>1856</u>	<u>928</u>	<u>2784</u>	<u>1078</u>	<u>3862</u>	<u>928</u>	<u>4790</u>	<u>993</u>	<u>5783</u>	<u>1158</u>	<u>6941</u>
4273	4406	8679	4744	13423	4407	17829	2830	20659	6025	26684	4888	31571
0	2678	2678	0	2678	1339	4017	0	4017	0	4017	2678	6695
<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>1000</u>	<u>0</u>	<u>1000</u>
<u>0</u>	<u>2678</u>	<u>2678</u>	<u>500</u>	<u>3178</u>	<u>1339</u>	<u>4517</u>	<u>0</u>	<u>4517</u>	<u>500</u>	<u>5017</u>	<u>2678</u>	<u>7695</u>
625	625	1250	625	1875	625	2500	625	3125	625	3750	625	4375
0	0	0	0	0	0	0	0	0	0	0	123	123
140	83	223	204	427	140	567	12	579	296	875	145	1020
80	47	127	820	947	0	947	74	1021	0	1021	110	1131
0	0	0	0	0	0	0	0	0	0	0	0	0
<u>2107</u>	<u>629</u>	<u>2736</u>	<u>15314</u>	<u>18050</u>	<u>107</u>	<u>18157</u>	<u>107</u>	<u>18264</u>	<u>1002</u>	<u>19266</u>	<u>3000</u>	<u>22266</u>
<u>2952</u>	<u>1384</u>	<u>1600</u>	<u>16963</u>	<u>3249</u>	<u>872</u>	<u>4014</u>	<u>818</u>	<u>4725</u>	<u>1923</u>	<u>5646</u>	<u>4503</u>	<u>28915</u>
<u>7225</u>	<u>8498</u>	<u>12957</u>	<u>22207</u>	<u>19850</u>	<u>6618</u>	<u>26360</u>	<u>3648</u>	<u>29901</u>	<u>8448</u>	<u>37347</u>	<u>11569</u>	<u>68181</u>
625	625	1250	625	1875	625	2500	625	3125	625	3750	625	4375
	7843		21582		5993		3023		7823		10944	

30-Nov-14		31-Dec-14		31-Jan-15		28-Feb-15		31-Mar-15	
Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum
Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
£	£	£	£	£	£	£	£	£	£
4341	27929	3949	31878	3106	34984	3221	38205	3184	41389
120	1162	282	1444	95	1538	95	1633	169	1802
<u>928</u>	<u>7869</u>	<u>968</u>	<u>8837</u>	<u>1078</u>	<u>9915</u>	<u>928</u>	<u>10843</u>	<u>928</u>	<u>11771</u>
<b>5389</b>	<b>36960</b>	<b>6198</b>	<b>42158</b>	<b>4279</b>	<b>46437</b>	<b>4244</b>	<b>50681</b>	<b>4281</b>	<b>54962</b>
1600	8295	1339	9634	1339	10973	1339	12312	1337	13849
0	1000	800	1800	500	2300	440	2740	0	2740
<u>1600</u>	<u>9295</u>	<u>2139</u>	<u>11434</u>	<u>1839</u>	<u>13273</u>	<u>1779</u>	<u>15052</u>	<u>1337</u>	<u>16389</u>
625	5000	625	5625	625	6250	625	6875	625	7500
0	123	39	162	0	162	8	170	0	170
83	1103	250	1353	147	1499	87	1586	70	1656
478	1609	152	1761	180	1941	180	2121	29	2150
0	0	0	0	0	0	0	0	0	0
0	<u>22266</u>	<u>12000</u>	<u>34266</u>	0	<u>34266</u>	0	<u>34266</u>	0	<u>34266</u>
<b>1186</b>	<b>30101</b>	<b>13066</b>	<b>43167</b>	<b>952</b>	<b>44119</b>	<b>900</b>	<b>45018</b>	<b>724</b>	<b>46742</b>
<u>8175</u>	<u>76356</u>	<u>20403</u>	<u>96759</u>	<u>7069</u>	<u>103828</u>	<u>6923</u>	<u>110751</u>	<u>6342</u>	<u>117093</u>
625	5000	625	5625	625	6250	625	6875	625	7500
7550		19778		6444		6298		5717	

Quarter to  
31/03/15

9511  
359

2934  
12804

4016  
940  
4956

1875  
8  
304  
389  
0  
0  
2575

20334

1875



Gaelic & Scots Team  
The Scottish Government  
Area 2-J North  
Victoria Quay  
Edinburgh  
EH6 1QQ

2 July 2015

Dear [REDACTED]

Schedule 2 Grant Claim Form 2015/16

I enclose the Grant Claim Form for the period to 31 March 2016 together with invoices covering the period from 1 April 2015 to 30 June 2015.

If you have any queries, I may be contacted at the email address or phone number detailed within the enclosed paperwork. I look forward to receiving the next tranche of Grant in due course.

Yours sincerely

Susan Grant  
Honorary Treasurer

<b>PASSED FOR PAYMENT</b>	
SIGNATURE	[REDACTED]
NAME (IN CAPS)	[REDACTED]
BCLO:	YES/NO
COST CENTRE	[REDACTED]
ACCOUNT CODE	[REDACTED]
DATE	13 July 2015
Payment passed in accordance with Scottish Executive Finance Manual Section E	

## GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited  
A K Bell Library  
York Place  
Perth  
PH2 8EP

Bank details:

Project: Scots Language Centre

Total agreed grant for 2015/16: £70,000

Latest forecast of expenditure of grant for 2015-2016 - £ 84,000

Grant claimed to date: £ 10,000

Unexpended grant: nil

Claim for grant for the period from 1/04/2015 to 31/03/2016:

We hereby claim £ 20,000 grant of £ 70,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 23 March 2015 and the Schedules attached thereto.

Completed by

Position: Hon Treasurer

Contact Details: Email:

Date: July 2015

### Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	10,543	Partial Invoice/PAYE	
Web site Design & Management	6,827	Y	
Accounting & Legal (PAYE)	1,030	Y	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	1,477	Y	
Total	21,752		

\* Note the total should add up to the total expenditure claimed for the period.

## Budget v Actual 2015/2016

		Quarter to 30/06/16			Apr
		3 months	3 months		Month
		Actual	Budget		Actual
		£	£		£
Fees, Salaries, NIC	1	9,907	10,500	43	3218
Travel	1	637			156
Outreach/Technical Support	2	<u>2,784</u>	<u>3,600</u>	<u>-816</u>	<u>928</u>
Staff Costs		<u>13,327</u>	<u>14,100</u>	<u>773</u>	<u>4302</u>
Web Site design & man'ment & incidental costs	3	4,043	4,350	-307	1337
Accounting & Legal (Paye)		<u>1,030</u>	<u>600</u>	<u>430</u>	<u>230</u>
External Support		<u>5,073</u>	<u>4,950</u>	<u>-123</u>	<u>1567</u>
Property Costs (Contra)		1,876	1,875	0	625
Printing/Stat'y/Advert'g	4	145	200	-55	142
Telephone	5	321	450	-129	147
Incidental costs	6	1,012	650	362	0
Staff Training	7	0	0	0	0
Special Projects	8	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other Costs		<u>3,352</u>	<u>3,175</u>	<u>-177</u>	<u>914</u>
Total Revenue Costs		<u>21752</u>	<u>22,225</u>	<u>473</u>	<u>6782</u>
Less Notional Rent		<u>1,875</u>	<u>5,625</u>	<u>-3,750</u>	625
Total 9 Months		<u>19,877</u>	<u>16,600</u>	<u>-3,277</u>	6157

-15	May-15		Jun-15		Mar-15	Quarter to
Cum	Month	Cum	Month	Cum	Cum	30/06/15
Actual	Actual	Actual	Actual	Actual	Actual	
£	£	£	£	£	£	
3218	3218	6436	3471	9907	9907	9907
156	214	370	267	637	637	637
<u>928</u>	<u>928</u>	<u>1856</u>	<u>928</u>	<u>2784</u>	<u>2784</u>	<u>2784</u>
<u>4302</u>	<u>4369</u>	<u>8661</u>	<u>4666</u>	<u>13327</u>	<u>13327</u>	<u>13327</u>
1337	1369	2706	1337	4043	4043	4043
<u>230</u>	<u>300</u>	<u>530</u>	<u>500</u>	<u>1030</u>	<u>1030</u>	<u>1030</u>
<u>1667</u>	<u>1669</u>	<u>3236</u>	<u>1837</u>	<u>5073</u>	<u>5073</u>	<u>5073</u>
625	625	1250	625	1875	1875	1875
142	0	142	3	145	145	145
147	87	234	87	321	321	321
0	16	16	996	1012	1012	1012
0	0	0	0	0	0	0
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>914</u>	<u>728</u>	<u>1642</u>	<u>1711</u>	<u>3352</u>	<u>3352</u>	<u>3352</u>
<u>6782</u>	<u>6757</u>	<u>13539</u>	<u>8213</u>	<u>21762</u>	<u>21762</u>	<u>21762</u>
625	625	1250	625	1875	1875	<u>1875</u>
	6132		7588			

[REDACTED]  
Gaelic & Scots Team  
The Scottish Government  
Area 2-J North  
Victoria Quay  
Edinburgh  
EH6 1QQ

1 October 2015

Dear [REDACTED]

Schedule 2 Grant Claim Form 2015/16

I enclose the Grant Claim Form for the period to 31 March 2016 together with invoices covering the period from 1 July 2015 to 30 September 2015.

If you have any queries, I may be contacted at the email address or phone number detailed within the enclosed paperwork. I look forward to receiving the next tranche of Grant In due course.

Yours sincerely

Susan Grant  
Honorary Treasurer

*Worthy Cause.*

*Payee - Scots Language Centre*

[REDACTED]  
[REDACTED]  
[REDACTED] [REDACTED]

## GRANT CLAIM FORM

**Organisation:** The Scots Language Resource Centre Association Limited  
A K Bell Library  
York Place  
Perth  
PH2 8EP

**Bank details:** [REDACTED]

**Project:** Scots Language Centre

**Total agreed grant for 2015/16:** £70,000

**Latest forecast of expenditure of grant for 2015-2016 -** £ 84,000

**Grant claimed to date:** £ 30,000

**Unexpended grant:** nil

**Claim for grant for the period from 1/04/2015 to 31/03/2016:**

We hereby claim £ 20,000 grant of £ 70,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 23 March 2015 and the Schedules attached thereto.

**Completed by:** [REDACTED]

**Position:** Hon Treasurer

**Contact Details: Email:** [REDACTED]

**Date:** October 2015

### Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	10,181	Partial Invoice/PAYE	
Web site Design & Management	5,757	Y	
Accounting & Legal (PAYE)	2,880	Y	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	3,962	Y	
Total	24,655		

\* Note the total should add up to the total expenditure claimed for the period.

Budget v Actual 2015/2016

		Nine months to 31/12/15		Apr-15		May-15		Jun-15		Jul-15		Aug-15		Sep-15		Oct-15		Nov-15		Dec-15		Nine Months to 31/12/15		
		9 months Actual	9 months Budget	Month Actual	Cum Actual	Month Actual	Cum Actual	Month Actual	Cum Actual	Month Actual	Cum Actual	Month Actual	Cum Actual	Month Actual	Cum Actual	Month Actual	Cum Actual	Month Actual	Cum Actual	Month Actual	Cum Actual			
		£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£		£	
Fees/Salaries, NIC	1	27,428	31,500	2,349		3219	3219	3218	6436	3471	9907	3244	13151	3194	16345	2905	19310	3218	22531	3218	25749	1079	27428	27428
Travel	1	1,724				156	156	214	370	297	637	203	840	109	948	381	1329	211	1540	137	1677	47	1724	1724
Outreach/Technical Support	2	7,424	10,800	3,376		928	928	928	1856	928	2784	928	3712	928	4640	928	5568	928	6496	928	7424	0	7424	7424
Staff Costs		26,678	47,300	8,725		4392	4392	4392	8681	4688	13367	4375	17742	4321	21933	4777	26710	4327	31037	4302	34839	1720	36559	39574
Web Site design & maintment & incidental costs	3	10,996	13,200	2,204		1337	1337	1339	2706	1337	4043	1637	5679	1337	7016	1322	8338	1322	9660	1337	10996	0	10996	10996
Accounting & Legal (Paye)		4,450	2,400	-2,050		230	230	300	530	500	1030	840	1870	850	2720	1350	4070	200	4270	200	4470	0	4450	4450
External Support		15,546	15,800	154		1597	1597	1699	3298	1637	4935	2477	7412	1927	9339	2742	12081	1892	13973	1537	15510	0	15456	15456
Property Costs (Contra)		5,025	5,025	0		625	625	625	1250	625	1875	625	2500	625	3125	625	3750	625	4375	625	5000	625	5625	5625
Printing/Staff/Advertising	4	471	400	-71		142	142	0	142	3	145	214	359	103	462	4	466	4	470	2	471	0	471	471
Telephone	5	1,172	1,400	228		147	147	87	234	259	494	150	634	87	721	214	935	150	1085	87	1172	0	1172	1172
Incidental costs	6	2,242	2,100	-142		0	0	18	18	988	1012	54	1066	0	1066	264	1330	321	1650	592	2242	0	2242	2242
Staff Training	7	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Projects	8	3,000	3,000	0		0	0	0	0	0	0	0	0	3000	3000	0	3000	0	3000	0	3000	0	3000	3000
Other Costs		12,510	12,525	15		914	914	728	1642	1874	3616	1842	4458	3815	8273	1197	9470	1092	10562	1204	11766	825	12591	12510
<b>Total Revenue Costs</b>		<b>64,522</b>	<b>70,475</b>	<b>5,953</b>		<b>3781</b>	<b>3781</b>	<b>3757</b>	<b>13,640</b>	<b>5377</b>	<b>21,019</b>	<b>7391</b>	<b>29,009</b>	<b>12,032</b>	<b>39,842</b>	<b>9068</b>	<b>47,910</b>	<b>7028</b>	<b>54,938</b>	<b>7185</b>	<b>62,123</b>	<b>2321</b>	<b>64,444</b>	<b>64,432</b>
Less National Rent		4,025	2,750	-1,275		625	625	625	1250	625	1875	625	2500	625	3125	625	3750	625	4375	625	5000	625	5625	5625
<b>Total 9 Months</b>		<b>28,997</b>	<b>68,975</b>	<b>7,228</b>		<b>6156</b>	<b>6156</b>	<b>6132</b>	<b>7732</b>	<b>7732</b>	<b>22,894</b>	<b>7268</b>	<b>26,509</b>	<b>9407</b>	<b>36,717</b>	<b>7471</b>	<b>44,240</b>	<b>6433</b>	<b>60,663</b>	<b>7810</b>	<b>68,473</b>	<b>1720</b>	<b>70,193</b>	<b>70,193</b>

[REDACTED]  
Gaelic & Scots Team  
The Scottish Government  
Area 2-J North  
Victoria Quay  
Edinburgh  
EH6 1QQ

22 December 2015

Dear [REDACTED]

**Schedule 2 Grant Claim Form 2015/16**

I enclose the Grant Claim Form for the period to 31 March 2016 together with Invoices covering the period from 1 October 2015 to 31 December 2015. Given that this claim is being submitted early, Invoices for December have not been received as yet. I can, of course, provide these in early January if required.

If you have any queries, I may be contacted at the email address or phone number detailed within the enclosed paperwork. I look forward to receiving the next tranche of Grant in due course.

Yours sincerely

Susan Grant  
Honorary Treasurer



## GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited  
A K Bell Library  
York Place  
Perth  
PH2 8EP

Bank details: [REDACTED]

Project: Scots Language Centre

Total agreed grant for 2015/16: £70,000

Latest forecast of expenditure of grant for 2015-2016 - £ 84,000

Grant claimed to date: £ 50,000

Unexpended grant: nil

Claim for grant for the period from 1/04/2015 to 31/03/2016:

We hereby claim £ 20,000 grant of £ 70,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 23 March 2015 and the Schedules attached thereto.

Completed by [REDACTED]

Position: Hon Treasurer

Contact Details: Email: [REDACTED]

Date: January 2016

### Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	8,510	Partial Invoice/PAYE	
Web site Design & Management	4,515	Y	
Accounting & Legal (PAYE)	540	Y	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	1,155	Y	
<b>Total</b>	<b>16,595</b>		

\* Note the total should add up to the total expenditure claimed for the period.

[REDACTED]  
Gaelic & Scots Team  
The Scottish Government  
Area 2-J North  
Victoria Quay  
Edinburgh  
EH6 1QQ

28 July 2016

Dear [REDACTED]

Schedule 2 Grant Claim Form 2016/17

I enclose the Grant Claim Form for the period to 31 March 2017 together with invoices covering the period from 1 April 2016 to 30 June 2016.

If you have any queries, I may be contacted at the email address or phone number detailed within the enclosed paperwork. I look forward to receiving the next tranche of Grant In due course.

Yours sincerely

Susan Grant  
Honorary Treasurer

SIGNATURE	[REDACTED]
NAME (IN CAPS)	[REDACTED]
BGLO:	YES/NO
COST CENTRE	[REDACTED]
ACCOUNT CODE	[REDACTED]
DATE	21 July 2016
Payment passed in accordance with Scottish Executive Finance Manual Section E	

## Budget v Actual 2016/2017

		Three months to 30/06/16			Apr-16		May-16		Jun-16		Three Months to	
		3 months	3 months		Month	Cum	Month	Cum	Month	Cum	30/06/16	
		Actual	Budget		Actual	Actual	Actual	Actual	Actual	Actual		
	£	£		£	£	£	£	£	£			
Fees,Salaries, NIC	1	9,654	10,500	268	3218	3218	3218	6436	3218	9654	9654	
Travel	1	578			275	275	170	445	133	578	578	
Outreach/Technical Support	2	<u>2,784</u>	<u>3,000</u>	<u>216</u>	<u>928</u>	<u>928</u>	<u>928</u>	<u>1856</u>	<u>928</u>	<u>2784</u>	<u>2784</u>	
Staff Costs		<u>13,016</u>	<u>13,500</u>	<u>484</u>	<u>4420</u>	<u>4420</u>	<u>4316</u>	<u>8737</u>	<u>4279</u>	<u>13016</u>	<u>13016</u>	
Web Site design & man/ment & Incidental costs	3	3,257	3,300	43	1079	1079	1114	2193	1064	3257	3257	
Accounting & Legal (Paye)		<u>600</u>	<u>600</u>	<u>0</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>400</u>	<u>200</u>	<u>600</u>	<u>600</u>	
External Support		<u>3,857</u>	<u>3,900</u>	<u>43</u>	<u>1279</u>	<u>1279</u>	<u>1314</u>	<u>2593</u>	<u>1264</u>	<u>3857</u>	<u>3857</u>	
Property Costs (Contra)		1,875	1,875	0	625	625	625	1250	625	1875	1875	
Printing/Stat'y/Advert'g	4	1	200	199	1	1	0	1	0	1	1	
Telephone	5	483	450	-33	150	150	87	237	246	483	483	
Incidental costs	6	1,722	1,400	-322	410	410	39	449	1274	1722	1722	
Staff Training	7	0	0	0	0	0	0	0	0	0	0	
Special Projects	8	0	0	0	0	0	0	0	0	0	0	
Other Costs		<u>4,081</u>	<u>3,925</u>	<u>-156</u>	<u>1186</u>	<u>1186</u>	<u>750</u>	<u>1936</u>	<u>2145</u>	<u>4081</u>	<u>4081</u>	
Total Revenue Costs		<u>20954</u>	<u>21,325</u>	<u>371</u>	<u>6885</u>	<u>6885</u>	<u>6331</u>	<u>13266</u>	<u>7628</u>	<u>20954</u>	<u>20954</u>	
Less Notional Rent		<u>1,875</u>	<u>1,875</u>	<u>0</u>	625	625	625	1250	625	1875	<u>1875</u>	
Total 9 Months		<u>19,079</u>	<u>19,450</u>	<u>371</u>	6260	6260	5756	12016	7063	19079	19079	

## GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited  
A K Bell Library  
York Place  
Perth  
PH2 8EP

Bank details:

Project: Scots Language Centre

Total agreed grant for 2016/17: £65,000

Latest forecast of expenditure of grant for 2016-2017 - £ 80,000

Grant claimed to date: £ 16,250

Unexpended grant: nil

Claim for grant for the period from 1/04/2016 to 31/03/2017:

We hereby claim £16,250 grant of £65,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 23 March 2016 and the Schedules attached thereto.

Completed by:

Position: Hon Treasurer

Contact Details: Email

Date: July 2016

### Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	10,232	Partial Invoice/PAYE	
Web site Design & Management	6,041	Y	
Accounting & Legal (PAYE)	600	Y	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	2,206	Y	
Total	20,954		

\* Note the total should add up to the total expenditure claimed for the period.

[REDACTED]  
Gaelic & Scots Team  
The Scottish Government  
Area 2-B South  
Victoria Quay  
Edinburgh  
EH6 6QQ

28 July 2016

Dear [REDACTED]

Schedule 2 Grant Claim Form 2016/17

I enclose the Grant Claim Form for the period to 31 March 2017 together with invoices covering the period from 1 April 2016 to 30 June 2016.

If you have any queries, I may be contacted at the email address or phone number detailed within the enclosed paperwork. I look forward to receiving the next tranche of Grant in due course.

Yours sincerely

*Susan Grant*

Susan Grant  
Honorary Treasurer

## Budget v Actual 2016/2017

	Three months to 30/06/16			Apr-16		May-16		Jun-16		Three Months to 30/06/16	
	3 months	3 months		Month	Cum	Month	Cum	Month	Cum		
	Actual	Budget		Actual	Actual	Actual	Actual	Actual	Actual	Actual	
	£	£		£	£	£	£	£	£	£	
Fees, Salaries, NIC	1	9,654	10,500	268	3218	3218	3218	6436	3218	9654	9654
Travel	1	578			275	275	170	445	133	578	578
Outreach/Technical Support	2	<u>2,784</u>	<u>3,000</u>	<u>216</u>	<u>928</u>	<u>928</u>	<u>928</u>	<u>1856</u>	<u>928</u>	<u>2784</u>	<u>2784</u>
Staff Costs		<u>13,016</u>	<u>13,500</u>	<u>484</u>	<u>4420</u>	<u>4420</u>	<u>4318</u>	<u>8737</u>	<u>4279</u>	<u>13016</u>	<u>13016</u>
Web Site design & man'ment & incidental costs	3	3,257	3,300	43	1079	1079	1114	2193	1064	3257	3257
Accounting & Legal (Paye)		<u>600</u>	<u>600</u>	<u>0</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>400</u>	<u>200</u>	<u>600</u>	<u>600</u>
External Support		<u>3,857</u>	<u>3,900</u>	<u>43</u>	<u>1279</u>	<u>1279</u>	<u>1314</u>	<u>2593</u>	<u>1264</u>	<u>3857</u>	<u>3857</u>
Property Costs (Contra)		1,875	1,875	0	625	625	625	1250	625	1875	1875
Printing/Stat'y/Advert'g	4	1	200	199	1	1	0	1	0	1	1
Telephone	5	483	450	-33	150	150	87	237	246	483	483
Incidental costs	6	1,722	1,400	-322	410	410	39	449	1274	1722	1722
Staff Training	7	0	0	0	0	0	0	0	0	0	0
Special Projects	8	0	0	0	0	0	0	0	0	0	0
Other Costs		<u>4,081</u>	<u>3,925</u>	<u>-156</u>	<u>1186</u>	<u>1186</u>	<u>750</u>	<u>1936</u>	<u>2145</u>	<u>4081</u>	<u>4081</u>
<b>Total Revenue Costs</b>		<u>20954</u>	<u>21,325</u>	<u>371</u>	<u>6885</u>	<u>6885</u>	<u>6381</u>	<u>13266</u>	<u>7683</u>	<u>20954</u>	<u>20954</u>
Less Notional Rent		<u>1,875</u>	<u>1,875</u>	<u>0</u>	625	625	625	1250	625	1875	<u>1875</u>
<b>Total 9 Months</b>		<u>19,079</u>	<u>19,450</u>	<u>371</u>	6260	6260	5756	12016	7063	19079	19079

## GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited  
A K Bell Library  
York Place  
Perth  
PH2 8EP

Bank details: [REDACTED]

Project: Scots Language Centre

Total agreed grant for 2016/17: £65,000

Latest forecast of expenditure of grant for 2016-2017 - £ 80,000

Grant claimed to date: £ 16,250

Unexpended grant: nil

Claim for grant for the period from 1/04/2016 to 31/03/2017:

We hereby claim £16,250 grant of £65,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 23 March 2016 and the Schedules attached thereto.

Completed by: [REDACTED]

Position: Hon Treasurer

Contact Details: Email: [REDACTED]

Date: July 2016

### Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	10,232	Partial Invoice/PAYE	
Web site Design & Management	6,041	Y	
Accounting & Legal (PAYE)	600	Y	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	2,206	Y	
Total	20,954		

\* Note the total should add up to the total expenditure claimed for the period.

[REDACTED]  
Gaelic & Scots Team  
The Scottish Government  
Area 2-J North  
Victoria Quay  
Edinburgh  
EH6 1QQ

6 October 2016

Dear [REDACTED]

Schedule 2 Grant Claim Form 2016/17

I enclose the Grant Claim Form for the period to 31 March 2017 together with  
involes covering the period from 1 July 2016 to 30 September 2016.

If you have any queries, I may be contacted at the email address or phone number  
detailed within the enclosed paperwork. I look forward to receiving the next tranche  
of Grant in due course.

Yours sincerely

Susan Grant  
Honorary Treasurer

PASSED FOR PAYMENT

SIGNATURE [REDACTED]  
NAME (IN CAPS) [REDACTED]  
BCLO: [REDACTED] /NO  
COST CENTRE [REDACTED]  
ACCOUNT CODE [REDACTED]  
DATE 10 Oct 2016

Payment passed in accordance with  
Scottish Executive Finance Manual Section 6



Budget v Actual 2016/2017

	Six months to 30/06/16			Apr-16		May-16		Jun-16		Jul-16		Aug-16		Sep-16		Six Months to 30/06/16	
	6 months	6 months		Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum
	Actual	Budget		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
	£	£		£	£	£	£	£	£	£	£	£	£	£	£	£	£
Fees/Carriage, NIC	1	16,350	21,000	1,264	3216	3216	3216	6406	3216	9624	12046	12046	24095	15645	24077	16550	16550
Travel	1	1,000			275	275	170	445	135	375	204	782	107	540	157	1066	1066
Outreach/Technical Support Staff Costs	2	2,250	6,000	612	220	220	620	1150	220	220	220	220	220	4040	220	220	220
		26,204	27,000	1,876	4491	4491	6836	12556	4722	11818	14120	14120	24315	20274	24274	24274	
Web Site design & maintenance & incidental costs	3	3,285	6,000	1,215	1070	1070	1114	2184	1094	3277	1094	4371	1094	5365	0	3369	6365
Accountancy & Legal (Fees)		1,200	1,600	110	200	200	200	400	200	600	200	1000	1000	0	0	1210	1210
External Support		2,285	3,400	1,105	1222	1222	1214	2884	1284	1282	1284	1284	2074	2074	0	2238	2282
Property Costs (Centre)		3,750	3,750	0	625	625	625	1250	625	1875	625	2500	625	3125	625	3750	3750
Printing/Stationery/Adverts	4	0	200	100	1	1	0	1	0	1	7	8	0	0	0	0	0
Telephone	5	700	900	121	100	150	87	237	245	400	150	640	70	710	70	700	700
Incidental costs	6	1,777	1,000	73	410	410	39	449	1274	1722	0	1722	4	1726	30	1777	1777
Staff Training	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Projects	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Costs		8,214	6,200	201	1184	1184	720	1924	2145	4271	721	4973	822	5292	715	6214	6214
<b>Total Revenue Costs</b>		<b>38,812</b>	<b>62,150</b>	<b>3,201</b>	<b>6204</b>	<b>6204</b>	<b>9201</b>	<b>13294</b>	<b>7408</b>	<b>20264</b>	<b>8202</b>	<b>22332</b>	<b>8182</b>	<b>24028</b>	<b>4272</b>	<b>30812</b>	<b>28812</b>
Less National Rent		3,250	3,250	0	625	625	625	1250	625	1875	625	2500	625	3125	625	3750	3750
<b>Total 6 Months</b>		<b>35,562</b>	<b>58,900</b>	<b>3,201</b>	<b>6204</b>	<b>6204</b>	<b>8776</b>	<b>12044</b>	<b>7783</b>	<b>18389</b>	<b>7577</b>	<b>19832</b>	<b>7557</b>	<b>20903</b>	<b>4082</b>	<b>27062</b>	<b>25062</b>

41121		41152		41162	
Month	Cum	Month	Cum	Month	Cum
Actual	Actual	Actual	Actual	Actual	Actual
£	£	£	£	£	£
3328	14127	3548	17675	3477	21152
178	668.5	212	890.5	243	1023.5
1353	4216	905	5121	905	6026
4859	19011.5	4665	23676.5	4525	26201.5
1644	4343	1339	5682	1389	7071
0	450	0	450	0	450
0	500	0	500	500	1000
1644	5293	1339	6632	1889	8521
625	2500	625	3125	625	3750
0	74	7	81	0	81
263	629	122	811	96	507
0	357	0	357	83	470
0	0	0	0	0	0
0	170	50	189	0	189
888	3789	304	4593	204	5397
7191	28933.5	6808	34901.5	7213	42119.5
625	2500	625	3125	625	3750
6766		6183		6593	

21417  
42119.5

## GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited  
A K Bell Library  
York Place  
Perth  
PH2 8EP

Bank details:

Project: Scots Language Centre

Total agreed grant for 2016/17: £65,000

Latest forecast of expenditure of grant for 2016-2017 - £ 80,000

Grant claimed to date: £ 32,500

Unexpended grant: nil

Claim for grant for the period from 1/04/2016 to 31/03/2017:

We hereby claim £16,250 grant of £65,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 23 March 2016 and the Schedules attached thereto.

Completed by

Position: Hon Treasurer

Contact Details: Email:

Date: October 2016

### Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	9,403	Partial Invoice/PAYE	
Web site Design & Management	4,912	Y	
Accounting & Legal (PAYE)	1,310	Y	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	2,233	Y	
Total	17,858		

\* Note the total should add up to the total expenditure claimed for the period.

[REDACTED]  
Gaelic & Scots Team  
The Scottish Government  
Area 2-J North  
Victoria Quay  
Edinburgh  
EH6 1QQ

6 October 2016

Dear [REDACTED]

Schedule 2 Grant Claim Form 2016/17

I enclose the Grant Claim Form for the period to 31 March 2017 together with invoices covering the period from 1 July 2016 to 30 September 2016.

If you have any queries, I may be contacted at the email address or phone number detailed within the enclosed paperwork. I look forward to receiving the next tranche of Grant in due course.

Yours sincerely

*Susan Grant*

Susan Grant  
Honorary Treasurer

## GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited  
A K Bell Library  
York Place  
Perth  
PH2 8EP

Bank details: [REDACTED]

Project: Scots Language Centre

Total agreed grant for 2016/17: £65,000

Latest forecast of expenditure of grant for 2016-2017 - £ 80,000

Grant claimed to date: £ 32,500

Unexpended grant: nil

Claim for grant for the period from 1/04/2016 to 31/03/2017:

We hereby claim £16,250 grant of £65,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 23 March 2016 and the Schedules attached thereto.

Completed by [REDACTED]

Position: Hon Treasurer

Contact Details: Email: [REDACTED]

Date: October 2016

### Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	9,403	Partial Invoice/PAYE	
Web site Design & Management	4,912	Y	
Accounting & Legal (PAYE)	1,310	Y	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	2,233	Y	
Total	17,858		

\* Note the total should add up to the total expenditure claimed for the period.

**Budget v Actual 2016/2017**

		Six months to 30/09/16			Apr-16		May-16		Jun-16		Jul-16		Aug-16		Sep-16		Six Months to 30/09/16	
		6 months		6 months	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	30/09/16	
		Actual	Budget		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
		£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Fees,Salaries, NIC	1	18,550	21,000	1,364	3218	3218	3218	6436	3218	9654	2995	12648	2995	15643	2907	18550	18550	
Travel	1	1,086			275	275	170	445	133	578	204	782	167	949	137	1086	1086	
Outreach/Technical Support	2	<u>6,568</u>	<u>6,000</u>	<u>432</u>	<u>928</u>	<u>928</u>	<u>928</u>	<u>1856</u>	<u>928</u>	<u>2784</u>	<u>928</u>	<u>3712</u>	<u>928</u>	<u>4640</u>	<u>928</u>	<u>5568</u>	<u>5568</u>	
Staff Costs		<u>25,204</u>	<u>27,000</u>	<u>1,796</u>	<u>4420</u>	<u>4420</u>	<u>4316</u>	<u>8737</u>	<u>4779</u>	<u>13916</u>	<u>4126</u>	<u>17142</u>	<u>4090</u>	<u>21232</u>	<u>3972</u>	<u>25204</u>	<u>25204</u>	
Web Site design & maintment & incidental costs	3	6,285	6,600	1,215	1079	1079	1114	2193	1064	3257	1064	4321	1064	5385	0	5385	5385	
Accounting & Legal (Paye)		<u>1,910</u>	<u>1,800</u>	<u>-110</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>400</u>	<u>200</u>	<u>600</u>	<u>300</u>	<u>900</u>	<u>1010</u>	<u>1910</u>	<u>0</u>	<u>1910</u>	<u>1910</u>	
External Support		<u>7,295</u>	<u>8,400</u>	<u>1,105</u>	<u>1279</u>	<u>1279</u>	<u>1314</u>	<u>2583</u>	<u>1264</u>	<u>3857</u>	<u>1364</u>	<u>5221</u>	<u>2074</u>	<u>7295</u>	<u>0</u>	<u>7295</u>	<u>7295</u>	
Property Costs (Contra)		3,750	3,750	0	625	625	625	1250	625	1875	625	2500	625	3125	625	3750	3750	
Printing/Story/Advert'g	4	8	200	192	1	1	0	1	0	1	7	8	0	8	0	8	8	
Telephone	5	780	900	121	150	150	87	237	246	483	156	640	70	710	70	780	780	
Incidental costs	6	1,777	1,850	73	410	410	39	449	1274	1722	0	1722	4	1726	50	1777	1777	
Staff Training	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Special Projects	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Costs		<u>6,214</u>	<u>6,700</u>	<u>386</u>	<u>1186</u>	<u>1186</u>	<u>750</u>	<u>1936</u>	<u>2145</u>	<u>4081</u>	<u>788</u>	<u>4870</u>	<u>899</u>	<u>5569</u>	<u>745</u>	<u>6314</u>	<u>6314</u>	
<b>Total Revenue Costs</b>		<u>38,812</u>	<u>42,100</u>	<u>3,288</u>	<u>6885</u>	<u>6885</u>	<u>6381</u>	<u>13266</u>	<u>7688</u>	<u>20954</u>	<u>6279</u>	<u>27223</u>	<u>6862</u>	<u>34095</u>	<u>4717</u>	<u>38812</u>	<u>38812</u>	
Less Notional Rent		<u>3,750</u>	<u>3,750</u>	<u>0</u>	<u>625</u>	<u>625</u>	<u>625</u>	<u>1250</u>	<u>625</u>	<u>1875</u>	<u>625</u>	<u>2500</u>	<u>625</u>	<u>3125</u>	<u>625</u>	<u>3750</u>	<u>3750</u>	
<b>Total 6 Months</b>		<u>35,062</u>	<u>38,350</u>	<u>3,288</u>	<u>6260</u>	<u>6260</u>	<u>5756</u>	<u>12016</u>	<u>7063</u>	<u>19079</u>	<u>5654</u>	<u>24723</u>	<u>6237</u>	<u>30970</u>	<u>4092</u>	<u>35062</u>	<u>35062</u>	



Gaelic & Scots Team  
The Scottish Government  
Area 2-J North  
Victoria Quay  
Edinburgh  
EH6 1QQ

SIGNATURE	<i>Linda Roberts</i>
NAME (IN CAPS)	LINDA ROBERTS
BCLO:	
COST CENTRE	173493
ACCOUNT CODE	60104302
DATE	Jan 2017

Payment passed in accordance with  
Scottish Executive Finance Manual Section F

9 January 2017

Dear 

Schedule 2 Grant Claim Form 2016/17

I enclose the Grant Claim Form for the period to 31 March 2017 together with invoices covering the period from 1 October 2016 to 31 December 2016.

If you have any queries, I may be contacted at the email address or phone number detailed within the enclosed paperwork. I look forward to receiving the next tranche of Grant in due course.

Yours sincerely

*Susan Grant*

Susan Grant  
Honorary Treasurer

## GRANT CLAIM FORM

**Organisation:** The Scots Language Resource Centre Association Limited  
 A K Bell Library  
 York Place  
 Perth  
 PH2 8EP

Bank details

**Project:** Scots Language Centre

**Total agreed grant for 2016/17:** £68,710

**Latest forecast of expenditure of grant for 2016-2017 -** £ 80,000

**Grant claimed to date:** £ 48,750

**Unexpended grant:** nil

**Claim for grant for the period from 1/04/2016 to 31/03/2017:**

We hereby claim £19,960 grant of £68,710 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 8 November 2016 and the Schedules attached thereto.

**Completed by:**

**Position:** Hon Treasurer

**Contact Details: Email:**

**Date:** January 2017

### Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	9,416	Partial Invoice/PAYE	
Web site Design & Management	6,991	Y	
Accounting & Legal (PAYE)	1,250	Y	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	3,054	Y	
<b>Total</b>	<b>21,586</b>		

\* Note the total should add up to the total expenditure claimed for the period.

**Budget v Actual 2016/2017**

	Nine months to 30/09/16			Apr-16		May-16		Jun-16		Jul-16		Aug-16		Sep-16		Oct-16		Nov-16		Dec-16		Nine Months to	
	9 months	9 months		Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	31/12/16	
	Actual	Budget		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	£	
Fees,Salaries, N/C	1	27,333	31,500	2,361	3218	3218	6436	3218	9654	2305	12048	2305	15643	2305	18637	2305	21632	2305	24626	2307	27533	27533	
Travel	1	1,606			275	275	170	445	133	578	204	782	167	949	137	1086	177	1262	163	1451	154	1606	1606
Outreach/Technical Support	2	8,352	2,000	648	828	328	203	1858	828	2784	828	3712	828	4540	828	5368	828	6196	828	7024	828	8352	8352
Staff Costs		37,491	49,500	3,009	4473	4473	4516	8737	4272	13016	4128	17147	4988	21782	4988	25281	4988	29369	4112	33582	3880	37491	37491
Web Site design & mentment & incidental costs	3	9,655	9,900	245	1079	1079	1114	2193	1064	3257	1064	4321	1064	5385	1064	6449	1079	7527	1064	8591	1004	9655	9655
Accounting & Legal (Paye)		3,321	3,400	79	202	202	402	202	602	300	902	1010	1310	230	2110	220	3680	280	3350	0	3350	3350	3350
External Support		13,015	13,300	285	1572	1572	1214	2582	1284	3857	1384	5221	2074	7295	1284	8579	2048	10627	1244	11871	1284	13015	13015
Property Costs (Centre)		5,825	5,825	0	625	625	1250	625	1875	625	2500	625	3125	625	3750	625	4375	625	5000	625	5625	5625	5625
Printing/Staff/Advertg	4	153	300	147	1	1	0	1	0	1	7	8	0	8	0	8	5	13	108	121	32	153	153
Telephone	5	1,269	1,400	131	160	150	87	237	246	483	156	640	87	726	231	958	164	1112	87	1199	79	1269	1269
Incidental costs	6	2,439	2,500	1	410	410	39	449	1274	1722	0	1722	4	1726	60	1777	14	1790	635	2385	115	2499	2499
Staff Training	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Projects	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Costs		2,548	9,825	273	1188	1188	758	1838	2145	4981	288	4970	218	5188	207	5492	238	5730	3412	6202	342	6548	6548
<b>Total Revenue Costs</b>		<b>59,051</b>	<b>53,921</b>	<b>3,572</b>	<b>5885</b>	<b>5885</b>	<b>5301</b>	<b>10255</b>	<b>7688</b>	<b>20854</b>	<b>9278</b>	<b>27253</b>	<b>8728</b>	<b>34112</b>	<b>9282</b>	<b>40442</b>	<b>8858</b>	<b>47207</b>	<b>5871</b>	<b>54138</b>	<b>3984</b>	<b>60081</b>	<b>60081</b>
Less National Rent		5,525	5,625	0	625	625	1250	625	1875	625	2500	625	3125	625	3750	625	4375	625	5000	625	5625	5625	5625
<b>Total 9 Months</b>		<b>53,526</b>	<b>48,296</b>	<b>3,572</b>	<b>6280</b>		<b>5736</b>	<b>7063</b>		<b>20229</b>	<b>8653</b>	<b>24728</b>	<b>8103</b>	<b>30987</b>	<b>8658</b>	<b>3700</b>	<b>6320</b>	<b>6246</b>	<b>5270</b>	<b>5270</b>	<b>3412</b>	<b>53556</b>	<b>53556</b>



[REDACTED]  
Gaelic & Scots Team  
The Scottish Government  
Area 2-B South  
Victoria Quay  
Edinburgh  
EH6 6QQ

20 April 2017

Dear [REDACTED]

Schedule 2 Grant Claim Form 2017/18

I enclose the Grant Claim Form for the period to 31 March 2018 together with invoices covering the period from 1 January to 31 March 2017.

If you have any queries, I may be contacted at the email address or phone number detailed within the enclosed paperwork. I look forward to receiving the next tranche of Grant in due course.

Yours sincerely

*Susan Grant*

Susan Grant  
Honorary Treasurer

SIGNATURE	[REDACTED]
NAME (IN CAPS)	[REDACTED]
BCLO:	[REDACTED]
COST CENTRE	[REDACTED]
ACCOUNT CODE	[REDACTED]
DATE	2 May 2017
Payment passed in accordance with Scottish Executive Finance Manual Section 5	

## GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited  
A K Bell Library  
York Place  
Perth  
PH2 8EP

Bank details:

Project: Scots Language Centre

Total agreed grant for 2017/18: £66,210

Latest forecast of expenditure of grant for 2017-2018 - £ 80,000

Grant claimed to date: £ Nil

Unexpended grant: nil

Claim for grant for the period from 1/04/2017 to 31/03/2018:

We hereby claim £16,552.50 grant of £66,210 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 20 March 2017 and the Schedules attached thereto.

Completed by:

Position: Hon Treasurer

Contact Details: Email:

Date: April 2017

### Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	10,021	Partial Invoice/PAYE	
Web site Design & Management	6,276	Y	
Accounting & Legal (PAYE)	930	Y	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	2,816	Y	
<b>Total</b>	<b>21,918</b>		

\* Note the total should add up to the total expenditure claimed for the period.

Budget v Actual 2016/2017

		Year to to 31/03/17		Apr-16		May-16		Jun-16		Jul-16		Aug-16		Sep-16		Oct-16		Nov-16		Dec-16		Jan-17		Feb-17		Mar-17		Year to 31/03/17		
		12 months	12 months	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Year to
		Actual	Budget	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
		£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Fees/Colates, NCC	1	37,204	42,000	2,763	3210	3210	3210	6438	3210	9654	2396	12048	2396	16643	2396	18837	2396	21433	2396	24029	2396	27021	2396	30015	2396	33010	2396	37204	37204	
Travel	1	2,043			276	276	970	446	133	570	204	762	167	948	137	1086	177	1263	180	1461	154	1606	158	1766	90	1856	188	2040	2043	
Outreach/Technical Support	2	11,309	12,000	621	520	520	620	1220	520	2094	620	2714	620	3334	620	3954	620	4574	620	5200	620	5820	620	6440	620	7060	620	7680	7680	
Staff Costs		20,844	24,000	1,224	4420	4420	4740	8727	4720	12018	4720	17152	4920	21322	4920	25502	4920	29682	4920	33862	4920	37982	4920	42102	4920	46242	4920	50382	50382	
Web Site design & maintenance & incidental costs	3	12,804	10,200	216	1070	1070	1114	2183	1084	3257	1064	4321	1064	5385	1064	6449	1070	7517	1064	8581	1064	9645	1070	10704	1072	11800	1078	12804	12804	
Accounting & Legal (Paye)		4,400	4,000	-400	200	200	200	400	200	600	200	800	200	1000	200	1200	200	1400	200	1600	200	1800	200	2000	200	2200	200	2400	400	4400
Diurnal Support		17,474	17,400	-74	1270	1270	1214	2383	1284	2917	1264	4221	1264	5485	1264	6749	1264	8013	1264	9277	1264	10541	1264	11805	1264	13069	1264	14333	14333	
Property Costs (Contra)		7,600	7,600	0	625	625	625	1250	625	1875	625	2500	625	3125	625	3750	625	4375	625	5000	625	5625	625	6250	625	6875	625	7500	7500	
Printing/Stationery/Adverts	4	200	400	137	1	1	0	1	0	1	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Telephone	5	1,700	1,900	180	160	160	07	237	246	483	160	640	07	728	231	956	164	1120	07	1198	208	1406	165	1562	80	1630	70	1700	1700	
Incidental costs	6	2,677	3,600	1,023	410	410	38	448	1574	1722	0	1722	4	1726	20	1746	14	1760	686	2346	715	2420	47	2468	11	2480	0	2577	2577	
Staff Training	7	0	250	250	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Special Projects	8	440	450	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	440	440		
Other Costs		12,322	14,100	1,778	1108	1108	706	1828	2145	4081	218	4120	218	4338	212	4550	205	4755	205	4960	205	5165	205	5370	205	5575	205	5780	5780	
<b>Total Revenue Costs</b>		<b>30,470</b>	<b>32,200</b>	<b>1,730</b>	<b>8982</b>	<b>9080</b>	<b>9281</b>	<b>13258</b>	<b>7928</b>	<b>20924</b>	<b>6720</b>	<b>27221</b>	<b>6920</b>	<b>34192</b>	<b>6720</b>	<b>40452</b>	<b>6810</b>	<b>47282</b>	<b>6920</b>	<b>54172</b>	<b>6920</b>	<b>61092</b>	<b>6920</b>	<b>68012</b>	<b>6920</b>	<b>74932</b>	<b>7500</b>	<b>82432</b>	<b>82432</b>	
Less National Park		7,600	7,600	0	625	625	625	1250	625	1875	625	2500	625	3125	625	3750	625	4375	625	5000	625	5625	625	6250	625	6875	625	7500	7500	
<b>Total 12 Months</b>		<b>22,870</b>	<b>24,600</b>	<b>1,730</b>	<b>8357</b>	<b>8455</b>	<b>8656</b>	<b>12008</b>	<b>7303</b>	<b>19049</b>	<b>6095</b>	<b>24721</b>	<b>6295</b>	<b>31067</b>	<b>6095</b>	<b>36702</b>	<b>6185</b>	<b>42907</b>	<b>6295</b>	<b>49167</b>	<b>6295</b>	<b>55467</b>	<b>6295</b>	<b>61762</b>	<b>6295</b>	<b>68262</b>	<b>6800</b>	<b>74932</b>	<b>74932</b>	

[REDACTED]  
Gaelic & Scots Team  
The Scottish Government  
Area 2-B South  
Victoria Quay  
Edinburgh  
EH6 6QQ

4 July 2017

Dear [REDACTED]

Schedule 2 Grant Claim Form 2017/18

I enclose the Grant Claim Form for the period to 31 March 2018 together with Invoices covering the period from 1 April to 30 June 2017.

If you have any queries, I may be contacted at the email address or phone number detailed within the enclosed paperwork. I look forward to receiving the next tranche of Grant in due course.

Yours sincerely

Susan Grant  
Honorary Treasurer

<b>PASSED FOR PAYMENT</b>	
SIGNATURE	[REDACTED]
NAME (IN CAPS)	[REDACTED]
BCLO:	YES/NO
COST CENTRE	[REDACTED]
ACCOUNT CODE	[REDACTED]
DATE	5 July 2017
Payment passed in accordance with Scottish Executive Finance Manual Section E	

## Budget v Actual 2017/2018

		3 months to 30/06/17			Apr-16		May-16		Jun-16		3 Months
		3 months	3 months		Month	Cum	Month	Cum	Month	Cum	30/06/17
		Actual	Budget		Actual	Actual	Actual	Actual	Actual	Actual	
		£	£		£	£	£	£	£	£	
Fees,Salaries, NIC	1	9,474	10,500	375	2994	2994	4874	7868	1606	9474	9474
Travel	1	651			436	436	175	611	40	651	651
Outreach/Technical Support	2	<u>2,784</u>	<u>3,000</u>	<u>216</u>	<u>928</u>	<u>928</u>	<u>928</u>	<u>1856</u>	<u>928</u>	<u>2784</u>	<u>2784</u>
Staff Costs		<u>12,909</u>	<u>13,500</u>	<u>591</u>	<u>4358</u>	<u>4358</u>	<u>5977</u>	<u>10335</u>	<u>2574</u>	<u>12909</u>	<u>12909</u>
Web Site design & man'ment & Incidental costs	3	4,220	3,300	-920	2078	2078	1078	3156	1064	4220	4220
Accounting & Legal (Paye)		<u>660</u>	<u>600</u>	<u>-60</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>400</u>	<u>260</u>	<u>660</u>	<u>660</u>
External Support		<u>4,880</u>	<u>3,900</u>	<u>-980</u>	<u>2278</u>	<u>2278</u>	<u>1278</u>	<u>3556</u>	<u>1324</u>	<u>4880</u>	<u>4880</u>
Property Costs (Contra)		1,875	1,875	0	625	625	625	1250	625	1875	1875
Printing/Staty/Advert'g	4	23	200	177	2	2	12	14	9	23	23
Telephone	5	231	450	219	161	161	70	231	0	231	231
Incidental costs	6	628	1,400	772	38	38	25	62	566	628	628
Staff Training	7	0	0	0	0	0	0	0	0	0	0
Special Projects	8	0	0	0	0	0	0	0	0	0	0
Other Costs		<u>2,757</u>	<u>3,925</u>	<u>1,168</u>	<u>826</u>	<u>826</u>	<u>732</u>	<u>1557</u>	<u>1200</u>	<u>2757</u>	<u>2757</u>
Total Revenue Costs		<u>20,546</u>	<u>21,325</u>	<u>779</u>	<u>7461</u>	<u>7461</u>	<u>7986</u>	<u>15448</u>	<u>5098</u>	<u>20546</u>	<u>20546</u>
Less Notional Rent		<u>1,875</u>	<u>1,875</u>	<u>0</u>	625	625	625	1250	625	1875	<u>1875</u>
Total 3 Months		<u>18,671</u>	<u>19,450</u>	<u>779</u>	6836		7361		4473		

## GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited  
A K Bell Library  
York Place  
Perth  
PH2 8EP

Bank details: [REDACTED]

Project: Scots Language Centre

Total agreed grant for 2017/18: £66,210

Latest forecast of expenditure of grant for 2017-2018 - £ 80,000

Grant claimed to date: £ Nil

Unexpended grant: nil

Claim for grant for the period from 1/04/2017 to 31/03/2018:

We hereby claim £16,552.50 grant of £66,210 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 20 March 2017 and the Schedules attached thereto.

Completed by: [REDACTED]

Position: Hon Treasurer

Contact Details: Email: [REDACTED]

Date: July 2017

### Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	10,125	Partial Invoice/PAYE	
Web site Design & Management	7,004	Y	
Accounting & Legal (PAYE)	660	Y	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	882	Y	
Total	20,546		

\* Note the total should add up to the total expenditure claimed for the period.

## GRANT CLAIM FORM

**Organisation:** The Scots Language Resource Centre Association Limited  
 A K Bell Library  
 York Place  
 Perth  
 PH2 8EP

**Bank details:** [REDACTED]

**Project:** Scots Language Centre

**Total agreed grant for 2017/18:** £86,210

**Latest forecast of expenditure of grant for 2017-2018 - £** 80,000

**Grant claimed to date:** £49,667.50

**Unexpended grant:** nil

SIGNATURE	[REDACTED]
NAME (IN CAPITAL LETTERS)	[REDACTED]
BCLO:	[REDACTED]
COST CENTRE	[REDACTED]
ACCOUNT CODE	[REDACTED]
DATE	29 Jan 2018
Payment passed to: Scottish Executive Finance	

**Claim for grant for the period from 1/04/2017 to 31/03/2018:**

We hereby claim £36,552.50 grant of £86,210 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 22 December 2017 and the Schedules attached thereto.

**Completed by:** [REDACTED]

**Position:** Hon Treasurer

**Contact Details: Email:** [REDACTED]

**Date:** January 2018

**Items of Expenditure**

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	7,827	Partial Invoice/PAYE	
Web site Design & Management	4,981	Y	
Accounting & Legal (PAYE)	600	Y	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	21,131	Y	
<b>Total</b>	<b>36,552.50</b>		

\* Note the total should add up to the total expenditure claimed for the period.

[REDACTED]  
Gaelic & Scots Team  
The Scottish Government  
Area 2-B South  
Victoria Quay  
Edinburgh  
EH6 6QQ

17 October 2017

Dear [REDACTED]

**Schedule 2 Grant Claim Form 2017/18**

I enclose the Grant Claim Form for the period to 31 March 2018 together with invoices covering the period from 1 July to 30 September 2017.

If you have any queries, I may be contacted at the email address or phone number detailed within the enclosed paperwork. I look forward to receiving the next tranche of Grant In due course.

Yours sincerely

Susan Grant  
Honorary Treasurer

WARRANT FOR PAYMENT

SIGNATURE [REDACTED]

NAME (IN CAPS) [REDACTED]

DECL: YES/NO [REDACTED]

GROSS AMOUNT [REDACTED]

ACCOUNT CODE [REDACTED]

DATE 17/10/2017

Please be used in accordance with  
Scottish Government Financial Manual Section 12



## GRANT CLAIM FORM

**Organisation:** The Scots Language Resource Centre Association Limited  
 A K Bell Library  
 York Place  
 Perth  
 PH2 8EP

**Bank details:** [REDACTED]

**Project:** Scots Language Centre

**Total agreed grant for 2017/18:** £66,210

**Latest forecast of expenditure of grant for 2017-2018 - £** 80,000

**Grant claimed to date:** £16,552.50

**Unexpended grant:** nil

**Claim for grant for the period from 1/04/2017 to 31/03/2018:**

We hereby claim £16,552.50 grant of £66,210 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 20 March 2017 and the Schedules attached thereto.

**Completed by:** [REDACTED]

**Position:** [REDACTED]

**Contact Details: Email:** [REDACTED]

**Date:** October 2017

**Items of Expenditure**

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	9,465	Partial Invoice/PAYE	
Web site Design & Management	6,853	Y	
Accounting & Legal (PAYE)	1,530	Y	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	1,074	Y	
<b>Total</b>	<b>20,797</b>		

\* Note the total should add up to the total expenditure claimed for the period.

Budget v Actual 2017/2018

	6 months to 30/06/17			Apr-17		May-17		Jun-17		Jul-17		Aug-17		Sep-17		Six Months to 30/09/17	
	6 months Actual	6 months Budget		Month Actual	Cum Actual	Month Actual	Cum Actual	Month Actual	Cum Actual	Month Actual	Cum Actual	Month Actual	Cum Actual	Month Actual	Cum Actual		
	£	£		£	£	£	£	£	£	£	£	£	£	£	£		
Fees, Salaries, NEC	1	10,219	22,000	920	2004	2004	4274	7065	2004	10602	2004	13059	2004	16859	3020	10019	10010
Travel	1	1,161			430	430	175	611	142	753	100	857	300	1060	101	1161	1161
Outreach/Technical Support	2	6,581	6,000	-581	923	923	623	1520	1878	2623	3251	4287	5228	6213	220	6381	6381
Staff Costs		27,283	26,983	22	4747	4747	1977	10321	4514	18842	4849	19287	4124	21822	4338	27281	27281
Web Site design & maintain & incidental costs	3	7,426	6,600	-826	2078	2078	1078	3156	1064	4220	1064	5284	1064	6348	1070	7426	7426
Accounting & Legal (Paye)		2,100	2,100	-100	200	200	200	400	200	600	200	800	1100	1200	200	2100	2100
External Support		2,818	8,881	-6,063	2220	2220	1578	3798	2328	6126	3021	9147	2124	11271	1722	2418	2418
Property Costs (Conth)		3,750	3,750	0	625	625	625	1250	625	1875	625	2500	625	3125	625	3750	3750
Printing/Staff/Advert	4	244	400	156	2	2	12	14	70	82	0	82	0	82	101	244	244
Telephone	5	732	800	168	101	101	80	250	104	414	100	514	80	594	70	732	732
Incidental costs	6	1,013	2,800	1,787	35	35	25	62	67	100	0	100	10	110	20	1013	1013
Staff Training	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Projects	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Costs		6,242	7,828	-1,586	828	828	728	1556	2315	3321	715	4036	722	4758	1412	6242	6242
<b>Total Revenue Costs</b>		<b>43,247</b>	<b>44,150</b>	<b>-903</b>	<b>7481</b>	<b>7481</b>	<b>6205</b>	<b>18602</b>	<b>7824</b>	<b>24120</b>	<b>6327</b>	<b>30011</b>	<b>2042</b>	<b>23062</b>	<b>6322</b>	<b>42247</b>	<b>42247</b>
Less National Rent		3,250	3,250	0	625	625	625	1250	625	1875	625	2500	625	3125	625	3750	3750
<b>Total 6 Months</b>		<b>40,197</b>	<b>40,900</b>	<b>-703</b>	<b>6856</b>	<b>6856</b>	<b>7330</b>	<b>17352</b>	<b>7209</b>	<b>22245</b>	<b>5702</b>	<b>27511</b>	<b>1417</b>	<b>19937</b>	<b>5702</b>	<b>38497</b>	<b>38497</b>

**Budget v Actual 2017/2018**

		6 months to 30/09/17			Apr-17		May-17		Jun-17		Jul-17		Aug-17		Sep-17		Six Months
		6 months	6 months		Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	30/09/17
		Actual	Budget		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
		£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Fees, Salaries, NiC	1	19,919	22,000	920	2994	2994	4874	7868	2994	10862	2994	13856	2994	16850	3069	19919	19919
Travel	1	1,161			436	436	175	611	142	753	103	857	203	1060	101	1161	1161
Outreach/Technical Support	2	<u>6,691</u>	<u>6,000</u>	<u>-891</u>	<u>928</u>	<u>928</u>	<u>928</u>	<u>1856</u>	<u>1378</u>	<u>3734</u>	<u>1751</u>	<u>4885</u>	<u>928</u>	<u>5813</u>	<u>968</u>	<u>6881</u>	<u>6881</u>
Staff Costs		<u>27,981</u>	<u>28,000</u>	<u>38</u>	<u>4368</u>	<u>4368</u>	<u>5977</u>	<u>10335</u>	<u>4514</u>	<u>14849</u>	<u>4848</u>	<u>19697</u>	<u>4125</u>	<u>23822</u>	<u>4158</u>	<u>27961</u>	<u>27961</u>
Web Site design & maniment & incidental costs	3	7,420	6,600	-826	2078	2078	1078	3156	1064	4220	1064	5284	1064	6348	1079	7426	7426
Accounting & Legal (Payc)		<u>2,190</u>	<u>2,000</u>	<u>-190</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>400</u>	<u>260</u>	<u>660</u>	<u>200</u>	<u>860</u>	<u>1130</u>	<u>1990</u>	<u>200</u>	<u>2190</u>	<u>2190</u>
External Support		<u>3,616</u>	<u>3,600</u>	<u>-16</u>	<u>2278</u>	<u>2278</u>	<u>1278</u>	<u>3556</u>	<u>1324</u>	<u>4980</u>	<u>1264</u>	<u>6144</u>	<u>2184</u>	<u>8338</u>	<u>1279</u>	<u>9616</u>	<u>9616</u>
Property Costs (Contra)		3,750	3,750	0	625	625	625	1250	625	1875	625	2500	625	3125	625	3750	3750
Printing/Staff/Advertg	4	244	400	156	2	2	12	14	79	93	0	93	0	93	151	244	244
Telephone	5	732	900	168	161	161	89	250	164	414	160	574	89	662	70	732	732
Incidental costs	6	1,613	2,800	1,187	38	38	25	62	947	1009	0	1009	16	1024	589	1613	1613
Staff Training	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Projects	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Costs		<u>5,340</u>	<u>7,850</u>	<u>1,510</u>	<u>826</u>	<u>826</u>	<u>750</u>	<u>1576</u>	<u>1315</u>	<u>3091</u>	<u>785</u>	<u>4176</u>	<u>729</u>	<u>4905</u>	<u>1435</u>	<u>6340</u>	<u>6340</u>
<b>Total Revenue Costs</b>		<u>43,917</u>	<u>44,450</u>	<u>533</u>	<u>7461</u>	<u>7461</u>	<u>8006</u>	<u>15468</u>	<u>7654</u>	<u>23120</u>	<u>6897</u>	<u>30017</u>	<u>7048</u>	<u>27066</u>	<u>6852</u>	<u>43917</u>	<u>43917</u>
Less National Rent		<u>3,750</u>	<u>3,750</u>	<u>0</u>	<u>625</u>	<u>625</u>	<u>625</u>	<u>1250</u>	<u>625</u>	<u>1875</u>	<u>625</u>	<u>2500</u>	<u>625</u>	<u>3125</u>	<u>625</u>	<u>3750</u>	<u>3750</u>
<b>Total 6 Months</b>		<u>40,167</u>	<u>40,700</u>	<u>533</u>	<u>6836</u>	<u>6836</u>	<u>7380</u>	<u>14218</u>	<u>7029</u>	<u>21245</u>	<u>6272</u>	<u>27517</u>	<u>6423</u>	<u>23941</u>	<u>6227</u>	<u>40167</u>	<u>40167</u>

## GRANT CLAIM FORM

**Organisation:** The Scots Language Resource Centre Association Limited  
 A K Bell Library  
 York Place  
 Perth  
 PH2 8EP

**Bank details:** [REDACTED]

**Project:** Scots Language Centre

**Total agreed grant for 2017/18:** £66,210

**Latest forecast of expenditure of grant for 2017-2018 -** £ 80,000

**Grant claimed to date:** £16,552.50

**Unexpended grant:** nil

**Claim for grant for the period from 1/04/2017 to 31/03/2018:**

We hereby claim £16,552.50 grant of £66,210 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 20 March 2017 and the Schedules attached thereto.

**Completed by:** [REDACTED]

**Position:** [REDACTED]

**Contact Details: Email:** [REDACTED]

**Date:** October 2017

**Items of Expenditure**

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	9,465	Partial Invoice/PAYE	
Web site Design & Management	6,853	Y	
Accounting & Legal (PAYE)	1,530	Y	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	1,074	Y	
<b>Total</b>	<b>20,797</b>		

\* Note the total should add up to the total expenditure claimed for the period.