**International Development Fund**

**Underspend Forecast Form**

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| **Name of Project/Programme:** | **Project Reference Number:** |
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| 1. Do you anticipate having any *true* underspend at the end of this financial year?   **Please note:**  True underspendismoney which has not been spent because of either efficiency savings, or activities which will not now go ahead. Any money which has not been spent because of a delay in activities, but which is earmarked to be spent in the current financial year, and any funds which are as a result of a favourable exchange rate (currency gains) should not be included in your calculations. Instead these should be recorded on your budget reporting template and submitted with your end of year report. |
| Yes I anticipate the project having a true underspend at the end of March.  No I do not anticipate there being any true underspend at the end of March.  Please delete as appropriate |
| If you ***do not*** anticipate any true underspend ***at the end of this financial year*** please go straight to **Q5**, sign and date the form and return it to the Scottish Government. |

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| 1. If you answered yes to **Q1,** please use this space to provide an explanation for how your underspend occurred. Please note, we are only interested in true underspend. Please do not include a) money which is earmarked to be spent before the end of March or b) currency gains. (300 words) |
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| 1. If you answered yes to **Q1,** please indicate how much your underspend is predicted to be. Please note we do not want to know your underspend as of the end January but how much you ***anticipate*** your underspend to be at the end of March. |
| Total amount of true underspend £ |
| If you have a proposal for how you would like to use this underspend ***in this financial year*,** please complete **Q4** otherwise go to **Q5**, sign and date the form and return it to the Scottish Government. |

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| 1. Please provide a brief outline of how this money could be spent in this financial year. (300 words) |
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| If you ***do not*** currently have a proposal for how this money could be spent and would like to carry the funds over into ***the next financial year*** please go to **Q5**, sign and date the form and return it to the Scottish Government. |

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| **5. Project Manager’s Signature** | **Date** |
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| **SG Decision (for official use only):** | |
| Ihereby authorise £ to be spent as outlined in Q4 above.  I hereby authorise £ to be carried over into the next financial year. | |
| **Authorised by:** | **Date:** |