

**Statement of Local Authority claimed entitlement to  
HOUSING BENEFIT SUBSIDY for 2016/2017.**

AUTHORITY NAME	SURREY HEATH								001
AUTHORITY REFERENCE NUMBER	3	6	5	7	1	0	8	5	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 2017**; deadline for receipt of the auditor-certified claim is **30 NOVEMBER 2017**.

**FINAL SUBSIDY CLAIM FOR HOUSING BENEFIT - 2016/2017**

SUBSIDY CLAIMED FOR RENT REBATES (Cell 036S + Cell 076S)	95,486	003
SUBSIDY CLAIMED FOR RENT ALLOWANCE (Cell 129S)	15,865,883	004

ADMINISTRATION SUBSIDY RECEIVED	179,474	005
TOTAL REDUCTION FOR PRIOR YEAR UNCASHED PAYMENTS (Cell 179S)	2,301	006
<b>TOTAL SUBSIDY CLAIMED</b> Cells (003 + 004 + 005) - (006)	16,138,542	007
LESS INTERIM BENEFIT SUBSIDY	15,725,534	008
<b>BALANCE NOW OWED TO OR BY(-) AUTHORITY</b> (Cell 007 - Cell 008)	413,008	009

**PLEASE PROVIDE A LOCAL AUTHORITY CONTACT:**Name: *ROBERT FOX*Telephone No. (+STD) *01276 707156* Ext *Direct line.*

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**  
Operations Finance  
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)**

96,880 011

**EXPENDITURE****RATE****SUBSIDY****BOARD AND LODGING OR 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).

21,923

012

1.00

21,923

012S

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

0

013

NIL

0

013S

**SHORT-TERM LEASED OR 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 plus  
the management costs element and the  
upper limit (£500 or £375).

73,692

014

1.00

73,692

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

0

015S

**Cells 016 to 020 - Spare****Cell 021 - Scotland only****EXTENDED PAYMENTS**Total extended payments of non-HRA rent  
rebates.

022

1.00

0

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

0

023S

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

DWP error overpayments recovered.

024

NIL

0

024S

DWP error overpayments not recovered.

025

1.00

0

025S

LA error and administrative delay overpayments.	33	026	NIL	0	026S
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Technical overpayments.		027	NIL	0	027S
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Eligible overpayments.	1,232	028	0.40	493	028S
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#### OVERPAID (NON-HRA) RENT REBATES (PRIOR YEARS)

DWP error overpayments recovered.		029	NIL	0	029S
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DWP error overpayments not recovered.		030	1.00	0	030S
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LA error and administrative delay overpayments.		031	NIL	0	031S
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Technical overpayments.		032	NIL	0	032S
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Eligible overpayments.	1,091	033	0.40	436	033S
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#### TOTAL SUBSIDY CLAIMED AT FULL RATE

Cell 034S = (012S + 014S + 022S + 023S + 025S)  
- (029 + 031 + 032 + 033).

94,524	034S
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#### TOTAL SUBSIDY CLAIMED AT REDUCED RATES

Cell 035S = 028S + 033S.

929	035S
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#### TOTAL NON-HRA RENT REBATE SUBSIDY CLAIMED

Cell 036S = 034S + 035S + 208S.

(The amount in cell 036S is added to the amount in cell 076S and entered in cell 003.)

95,486	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.

96,880	037
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#### BACKDATED EXPENDITURE

594	038
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Cells 039 to 054 - Spare

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

#### TOTAL EXPENDITURE (Benefit Granted)

(This figure minus the figure in cell 079 is transferred to cell 222.)

	055
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	EXPENDITURE	RATE	SUBSIDY
Cells 056 to 057 - Wales only			
Cell 058 - Spare			
<b>EXTENDED PAYMENTS</b>			
Total extended payments of HRA rent rebates.	059	1.00	0 059S
<b>EXPENDITURE ON AFFORDABLE RENTS</b>			
Total expenditure on affordable rents for properties in the HRA.	060	1.00	0 060S
<b>HRA RENT REBATE EXPENDITURE ATTRACTING FULL-RATE SUBSIDY WHICH IS INCLUDED IN CELL 055 BUT NOT OTHERWISE SEPARATELY IDENTIFIED IN THIS SECTION</b>			
	061	1.00	0 061S
Cell 062 - Wales only			
<b>OVERPAID (HRA) RENT REBATES (CURRENT YEAR)</b>			
DWP error overpayments recovered.	063	NIL	0 063S
DWP error overpayments not recovered.	064	1.00	0 064S
LA error and administrative delay overpayments.	065	NIL	0 065S
Technical overpayments.	066	NIL	0 066S
Eligible overpayments.	067	0.40	0 067S
<b>OVERPAID (HRA) RENT REBATES (PRIOR YEARS)</b>			
DWP error overpayments recovered.	068	NIL	0 068S
DWP error overpayments not recovered.	069	1.00	0 069S
LA error and administrative delay overpayments.	070	NIL	0 070S
Technical overpayments.	071	NIL	0 071S
Eligible overpayments.	072	0.40	0 072S
<b>TOTAL SUBSIDY CLAIMED AT FULL RATE</b>			
Cell 073S = (059S + 060S + 061S + 064S) - (068 + 070 + 071 + 072).			0 073S
<b>TOTAL SUBSIDY CLAIMED AT REDUCED RATES</b>			
Cell 074S = 067S + 072S.			0 074S
<b>SUBSIDY LIMITATION PERCENTAGE</b>			
(This figure is taken from cell 224).			100 % 075

**TOTAL HRA RENT REBATE SUBSIDY CLAIMED**

Cell 076S = ((073S - 060S + 074S + 209S) x 075) + 060S.  
 (The amount in cell 076S is added to the amount in cell 036S  
 and entered in cell 003.)

0	076S
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**IN-YEAR RECONCILIATION**

Cell 077 = total of cells (059 to 061) and  
 (063 to 067); this must equal the figure in  
 cell 055.

0	077
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**BACKDATED EXPENDITURE**

	078
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**TOTAL EXPENDITURE ON  
AFFORDABLE RENTS INCLUDING  
AFFORDABLE RENTS OVERPAYMENTS**

	079
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Cells 080 to 093 - Spare

**RENT ALLOWANCES****TOTAL EXPENDITURE  
(Benefit Granted)**

16,039,740	094
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**EXPENDITURE****RATE****SUBSIDY****REGULATED TENANCIES**

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

114,247	095
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1.00
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114,247	095S
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**EXPENDITURE UNDER THE RENT OFFICER ARRANGEMENTS:  
 CASES REFERRED TO THE RENT OFFICER BY 30 APRIL 2017 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)**

**CASES 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
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0.60
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0	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
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NIL
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0	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.

9,778	098
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1.00
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9,778	098S
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**MAXIMUM RENT CASES**

Total expenditure up to the maximum rent.

471,334	099
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1.00
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471,334	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 2017**

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 2017.

	100	1.00	0	100S
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**EXPENDITURE UNDER THE RENT OFFICER ARRANGEMENTS:  
CASES REQUIRING REFERRAL BUT NO REFERRAL MADE BY 30 APRIL 2017**

Expenditure where there is no current determination and no referral made by 30 April 2017.

	101	NIL	0	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.

10,053,757	102	1.00	10,053,757	102S
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**LHA EXPENDITURE**

Total expenditure in claims administered under LHA rules.

5,120,411	103	1.00	5,120,411	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	0	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	0	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 plus the management costs element and the upper limit (£500 or £375).

	106	1.00	0	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	0	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	0	108S
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**EXTENDED PAYMENTS**

Total extended payments of rent allowance.

13,945	109	1.00	13,945	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	0	110S
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**OVERPAID RENT ALLOWANCES (CURRENT YEAR)**

DWP error overpayments recovered.

0	111	NIL	0	111S
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DWP overpayments not recovered.

495	112	1.00	495	112S
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LA error and administrative delay overpayments.

37,734	113	NIL	0	113S
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Eligible overpayments.

218,039	114	0.40	87,216	114S
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Duplicate payments.

	115	0.25	0	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	0	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	0	117S
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**OVERPAID RENT ALLOWANCES (PRIOR YEARS)**

DWP error overpayments recovered.

	118	NIL	0	118S
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DWP overpayments not recovered.

71	119	1.00	71	119S
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LA error and administrative delay overpayments.

17,753	120	NIL	0	120S
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Eligible overpayments.

96,876	121	0.40	38,750	121S
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Duplicate payments.

	122	0.25	0	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	0	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	0	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).

15,669,338	125S
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**TOTAL SUBSIDY CLAIMED AT REDUCED RATES**

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

125,966	126S
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**TOTAL RENT ALLOWANCE SUBSIDY CLAIMED**

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

15,850,791	127S
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**MODIFIED SCHEME SUBSIDY**

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

15,092	128S
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**TOTAL SUBSIDY**

Cell 129S = 127S + 128S

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

15,865,883	129S
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**IN-YEAR RECONCILIATION**

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

16,039,740	130
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**BACKDATED EXPENDITURE**

33,995	131
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**Cells 132 to 178 - Spare**

**SUBSIDY ADDITIONS AND DEDUCTIONS**

**UNCASHED PAYMENTS**

Subsidy reduction in respect of uncashed payments prior to 2016/2017  
(The amount in cell 179S is entered in cell 006.)

2,301	179S
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**Cells 180 to 190 - Scotland and Wales**

**Cells 191 to 200 - Spare**



## LOCAL AUTHORITY ERROR AND ADMINISTRATIVE DELAY SUBSIDY

### TOTAL EXPENDITURE ATTRACTING FULL SUBSIDY

(Cells 034S + 073S + 125S)

15,763,862	<b>201</b>
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Lower threshold (cell 201 x 0.48%).

75,667	<b>202</b>
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Upper threshold (cell 201 x 0.54%).

85,125	<b>203</b>
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### TOTAL LA ERROR AND ADMINISTRATIVE DELAY OVERPAYMENTS

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

55,520	<b>204</b>
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### SUBSIDY CALCULATION

Enter the figure from cell 204 if less than or equal to cell 202.

Otherwise enter "0".

55,520	<b>205</b>
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Enter the figure from cell 204 if more than cell 202 but less than or equal to cell 203. Otherwise enter "0".

0	<b>206</b>
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### LA error and administrative delay subsidy due

(cell 205 + (cell 206 x 0.40)).

55,520	<b>207S</b>
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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.

33	<b>208S</b>
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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.

0	<b>209S</b>
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Rent Allowances (cell 207S x ((cell 113 + 120) divided by cell 204)). This figure to be included in cell 127S.

55,487	<b>210S</b>
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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)

15,946,277	<b>212</b>
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Enter 0.2% of cell 212.

31,893	<b>213</b>
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Expenditure due to the **voluntary** disregarding of War Disablement Pensions or War Widows Pensions.

20,123	<b>214</b>
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Enter 75% of cell 214.

15,092	<b>215</b>
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Enter the lower of cells 213 and 215. This figure to be transferred to cell 128S.

15,092	<b>216S</b>
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## RENT REBATE SUBSIDY LIMITATION SCHEME

2016/17 weekly rent limit.

0.00	<b>217</b>
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Derogation from Rent Rebate subsidy limitation, if granted.

0.00	<b>218</b>
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Average weekly rent for 2016/17 **excluding affordable rents**  
(rent for Rent Rebate subsidy limitation purposes).

	<b>219</b>
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Rental income for 2016/17 **excluding affordable rents**.

	<b>220</b>
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Enter zero if not subject to limitation, otherwise enter the amount in cell 220.

0.00	<b>221</b>
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Amount of rebates paid in 2016/17 (this is the figure entered in cell 055 minus the figure entered in cell 079).

0	<b>222</b>
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Proportion of rental income rebated in 2016/17.  
(Cell 223 = cell 222/cell 220)

0.0000	<b>223</b>
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Rent Rebate subsidy limitation percentage.

If cell 219 is less than or equal to cells 217 + 218, cell 224 = 100%;

100.00	<b>224</b>
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If cell 219 is greater than cells 217 + 218 and if cell 223 is less than or equal to 0.752, cell 224 = (cells 217 + 218)/cell 219;

If cell 219 is greater than cells 217 + 218 and if cell 223 is greater than 0.752, cell 224 = 1 - (((cell 219 - (cells 217 + 218))/cell 219) x (0.752/cell 223)).

(The percentage is transferred to cell 075.)

## 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	
		20,123	20,123	<b>225</b>

## LOCAL AUTHORITY CERTIFICATE

\* **I APPLY** on behalf of the authority for payment, in advance of certification by the appointed auditor, 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 : *K. S. Menon*

DATE : 30.4.17

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) KELVIN MENON

Position held : SECTION 151 OFFICER

\* Delete as necessary

## CERTIFICATE OF AUDITOR APPOINTED BY PUBLIC SECTOR AUDIT APPOINTMENTS

The Statement of Responsibilities of grant-paying bodies, authorities, Public Sector Audit Appointments and appointed auditors in relation to claims and returns, issued by Public Sector Audit Appointments, sets out the respective responsibilities of these parties, and the limitations of our responsibilities as appointed auditors.

~~†~~We have examined the entries in this form ~~(which replaces or amends the original submitted to me/us by the authority dated \_\_\_\_\_)\*~~ and the related accounts and records of the authority in accordance with Certification Instruction A01 and ~~†~~we have carried out the tests in Certification Instruction number BEN01 and obtained such evidence and explanations as ~~†~~we consider necessary.

~~(Except for the matters raised in the attached qualification letter dated \_\_\_\_\_)\*~~  
~~†~~we have concluded that the claim or return is:

- fairly stated; and
- in accordance with the relevant terms and conditions.

Signature *U/M4 LLP*

Name (block capitals)  
On behalf of Public Sector Audit Appointments

Date *23/11/17.*

\* Delete as necessary