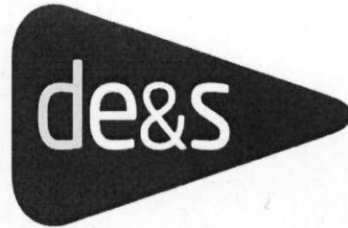




Ministry  
of Defence



**FTUAS - RPAS/00002**

**Schedule V – Financial Management Information**



1. For the purposes of this Schedule "Financial Management Information" shall mean the value of work completed at a given point in time.
2. As a minimum the Contractor shall report the Financial Management Information to the Authority as detailed in Annex A to this Schedule. The Contractor shall provide Financial Management Information in the format at Annex B to this Schedule to the addresses specified in the Contract:
  - a. within 20 working days of the start of the contract;
  - b. where applicable, within 10 working days of the end of a calendar month in which there has been a change that exceeds either 5% of the Contract Price or £250k (whichever is the lower) against a contract line item; and
  - c. at a frequency specified in the contract and, if unspecified, for contracts with a value of:
    - (1) £5m up to under £10m = annual reports only;
    - (2) £10m up to under £20m = quarterly reports only; and
    - (3) £20m and over = monthly reports only.
3. The Contractor shall retain the Financial Management Information and evidence on activity completed to support the financial management information in accordance with Clause 33 (The Contractor's Records). This evidence must be released to the Authority within 10 (ten) Working Days.

## Annex A – Financial Management Reports to be Provided by Suppliers – Minimum Requirement

### Minimum Requirement - Financial Management Reports to be Provided by Suppliers

1	<b>Provision of Information</b>
a	1st Report to be provided within 20 working days of the Effective Date of the contract.
b	Report to be provided as stated in the contract on UK MOD working day 3 or by exception thereafter. Requirement does not substitute or replace any requirements under EVM, DEFCON 634 (GFA) or any other DEFCON, providing that delivery of that information is linked to key performance indicators and cash payments to the supplier.
c	Financial Information to be provided VAT Exclusive.
d	All reports to be endorsed by the contractor representative, recognising that accruals are estimates, but confirming that the report reflects their judgement of the activity on the contract.
e	
2	<b>Contract Summary Information</b>
a	Contract Number.
b	Contract Title.
c	Supplier Name.
d	
e	Original Contract Price Excluding VAT (at contract start date).
f	Revised Contract Price (to reflect any agreed contract amendments) Excluding VAT.
g	Nature of Pricing - e.g. firm, fixed, target cost incentive fee.
h	Currency.
i	Report Date.
3	<b>Information to be Provided</b>
a	Minimum granularity is contract schedule lines. [May be extended to reflect, for example, KPI, Milestones, Activities, Items, NSNs.] It is noted that in some circumstances contract schedule lines may not be appropriate (e.g. commodity items) and may need to be grouped.
b	Inventory information (if applicable) to separately identify service charge and purchases of inventory (required for all on-Statement of Financial Position, Off System Inventory CLS arrangements)
c	Description.
d	Value (Ex VAT) - contractual value of the activity.
e	Progress % work completed on the activity as at report date.
4	<b>Financial Profile</b> - The report is to collect information on actual and planned accruals; that is the contractual value of work undertaken (earned value of work) within a period, for which the MOD will be (was) liable to pay. It includes work undertaken by sub-contractors. It includes work completed and invoiced. The total value of work (to be) completed is expected to be comparable to the contract price. If a fixed or firm price has been agreed for the contract then the value of work should be assessed on this basis.
a	Prior Years: Work completed (value to sales) in previous financial years.
b	Earned Value: Work completed (value to sales) in month - this is the value of work done (accrued/earned value) during that calendar month.
c	Earned Value: Cumulative Work Completed (value to sales) - this is the value of work done (accrued/earned value) on the activity to date.
d	MOD Current Financial Year monthly - this will be a mix of actual completed to the end of the current period and forecast beyond that date.
e	After the Current Financial Year an annual estimate by MOD Financial Year (Apr XX to Mar XY) until contract end date - Forecast periods show the expected work to be undertaken during each period on the activities in the contract. Insert additional years as required.

Note: Accruals represent the earned value or work the contractor has completed to date.

Annex B - Financial Management Reports to be Provided by Suppliers – Example Submission

**Example Submission**

Contract No: xxxxx Description: xxxxxx Supplier: xxxxxx Original Contract price: xxxxxx Report Date: 02-Jul-13  
 (Ex VAT) Currency: £ UK Sterling  
 Revised Contract price: xxx Nature of Pricing: e.g. firm/fixe

Financial Management Report (Work Completion Plan) - £

MILESTONE/ Activity/Item/NSN	Description	Value (Ex VAT)	Progress % Complete as at report		Prior Years	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	14/15	ETC Annual Financial Year Estimates until Contract End Date	Total
						Work completed in month	Cumulative Work completed	Work completed in month	Cumulative Work completed											
1																				
2																				
Total Work Complete																				

Contractor representative:

This document is an estimate of the price of the work completed on this contract, and is based on my best judgement reflecting the information available to me.

Name  
 Signature  
 Position  
 Date