

**Greater London
Authority
UK Shared Prosperity
Fund
People and Skills

Support for Young
Londoners Programme**

Financial Due Diligence Guidance



**Funded by
UK Government**

**LEVELLING
— UP —**

COPYRIGHT

**Greater London Authority
September 2023**

Published by
Greater London Authority
City Hall
Kamal Chunchie Way
London E16 1ZE
www.london.gov.uk

CONTENTS

| | |
|----------------------------------------------------------|----------|
| Definition and Purpose | 2 |
| Overview and Due Diligence Assessment | 2 |
| Financial Information and Data Source | 3 |
| Parent Companies | 4 |
| Delivery Partners | 4 |
| Exemptions | 5 |
| Moderation Criteria | 5 |
| Appendix A – Financial Health Elements (ratios) | 6 |
| Appendix B – Financial Health Scoring and Grading | 7 |

Definition and Purpose

Definition

1. The term organisation is used within this guidance to refer to private companies, charities, colleges, higher education institutions, training organisations, local authorities and employers who are applying to be awarded grants for programmes of activity as part of the UKSPF People and Skills application process.

Purpose

2. This document sets out the GLA's approach to financial due diligence in respect of organisations who have been recommended to be awarded a grant for skills and employment training provision.
3. This approach is taken to understand an organisation's financial health and the degree of risk to the GLA in awarding funding to them.
4. We use financial health as a measure of an organisation's financial status, in terms of its financial performance and its ability to meet ongoing financial commitments.

Overview and Due Diligence Assessment

Overview

5. The GLA will only award funding to applicants that successfully pass the GLA's financial due diligence process. Applicants will have to submit their financial due diligence information as part of the UKSPF People and Skills application process and the GLA will undertake the financial due diligence checks on applicants that have been recommended for UKSPF People and Skills funding following the application evaluation process.

Due Diligence Assessment

6. The GLA will assess the financial health of applicants in accordance with the process set out below. The financial health rating is based on three key financial indicators: performance, solvency and borrowing.
7. Once the key financial ratios have been calculated, Applicants will be assigned a financial health rating of Outstanding, Good, Satisfactory or Inadequate and such rating may be subject to a moderation process, as detailed within this guidance. The GLA will determine whether to award funding based upon the designated financial health rating as outlined in the table below:

| Financial health rating | Recommended action |
|-------------------------|-----------------------------------------------------------------------|
| Outstanding | Award of Funding |
| Good | Award of Funding |
| Satisfactory | Award of Funding considering funding management mitigation strategies |
| Inadequate | No Funding awarded |

Financial Information and Data Source

8. Financial health for organisations is graded, based on the following three elements:

- Performance (performance ratio / Earnings before interest, tax, depreciation and amortisation (EBITDA))
- Solvency (current ratio)
- Borrowing (debt ratio)
- The value of funding requested as a percentage of turnover

9. To facilitate the financial health assessment, organisations must supply the following documentation as part of the application (wherever applicable):

Audited accounts for the past 2 years, or accounts for the past 2 years signed by an independent qualified accountant if your organisation is exempt from audit.

Accounts that are exempt from audit must include all the following information:

- a full set of notes
- a Director's report
- a balance sheet
- a statement of organisation turnover
- a profit and loss account / income & expenditure statement
- a cash flow for the most recent full year of trading/operations, where this information is not available in audited form

10. If your organisation, due to its legal form, is not required to produce statutory financial statements, you must submit accounts in the format used for producing annual accounts. These must include the same minimum elements noted within paragraph 9.

11. If your organisation is unable to supply statutory financial statements because it has not traded for a sufficient period, you must supply management accounts to date, showing actual activity, along with forecast figures for a remaining period. The

combined information must cover a period no less than one year, with the management accounts comprising at least three months of actual trading activity. As a minimum, these must consist of:

- a profit and loss account covering a 12-month period
- an end of period forecast balance sheet
- a 12 month rolling cash flow statement
- detailed narrative supporting assumptions made for both management accounts and forecast information

12. For an organisation to be awarded funding, it must have been actively trading for a minimum period of three months. If the financial information demonstrates that an organisation has not been actively trading for this minimum period, then it is not eligible to be awarded funding and its application will be rejected. “Actively trading” is determined here as including income and expenditure arising from a result of trade and does not include the incurrence of set up or start-up costs.
13. We will assess management accounts and financial forecasts submitted pursuant to paragraph 12 on an individual basis and the financial scored in line with the criteria set out in Appendices A and B.
14. If any of the required financial information is missing, we will grade financial health as “Inadequate”, due to insufficient information available for assessment.

Parent Companies

15. An organisation or a group of organisations applying for funding may rely on the capacities of a third party to demonstrate financial health (e.g. a parent or group company) of the applicant or applicant group. In such circumstances, the third party being relied upon must provide the financial information and satisfy the requirements set out in this guidance and provide a guarantee or otherwise confirm it will be jointly liable for the execution of the grant funding agreement if the applicant is successful. The financial health assessment will be undertaken upon the third party being relied upon.

Delivery Partners

16. If you are applying to deliver with subcontractors, it will be your responsibility to check the financial health of your subcontractors. The financial health assessment will apply only to your organisation, as the organisation with whom the GLA will have the grant funding agreement relationship.

Exemptions

17. Local authorities are not subject to the standard GLA financial due diligence checks as they are well established public bodies, backed by Government funding and supported by local government legislation, whose Section 151 Officers (Chief Financial Officers) are in a position to guarantee their financial standing and honour their financial commitments.

Moderation Criteria

18. We reserve the right to moderate any initial grade. Moderation criteria include, but are not limited to the following:
 - a. We will not grade higher than 'Satisfactory' if an organisation scores 0 points for any one of the three ratios, meaning if you score high enough in three of the four ratios to get a Good rating but score 0 in the other ratio, the highest grade you will be awarded is 'Satisfactory'.
 - b. Where auditors have given the financial statements a qualified or adverse opinion, they will be classified as 'Inadequate' and will not be awarded funding.
 - c. We will grade financial health as 'Inadequate' if your organisation is in liquidation, insolvency, a Company Voluntary Arrangement, or has become dormant.
 - d. We will grade financial health as 'Inadequate' if financial statements are overdue for filing at Companies House or the Charities Commission (or equivalent statutory registers)

Appendix A – Financial Health Elements (ratios)

All organisations (except local authorities) will be assessed on three key financial health elements: performance, solvency and borrowing, with the following elements (ratios) computed for each.

| Element | Definition |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Performance | <p>EBITDA – Earnings before interest, tax, depreciation and amortisation is defined as</p> $\frac{\text{EBDITA}}{\text{*Income}} \times 100$ <p>*Income</p> <p>*For this purpose, income will be adjusted to exclude capital grant</p> |
| Solvency | <p>Current ratio defined as:</p> $\frac{\text{Current Assets}}{\text{Current Liabilities}}$ |
| Borrowing | <p>Borrowing as a % of income</p> <p>Borrowing is defined as Overdrafts + Short-term Loans + Long-term Loans + Total Capital Finance Leases</p> |
| Value of Funding as a Percentage of Turnover | <p>Value of Funding as a % Of Sales</p> <p>Value of Funding / Sales as a %</p> |

Appendix B – Financial Health Scoring and Grading

For each of the four elements a score will be awarded as shown below:

| Score | Performance | Solvency | Borrowing | Value of Funding |
|-------|-------------|----------|-----------|------------------|
| 0 | < 1% | < 1.0 | >= 60% | >= 60% |
| 10 | >= 1% | >= 1.0 | < 60% | < 60% |
| 20 | >= 2% | >= 1.2 | < 55% | < 55% |
| 30 | >= 3% | >= 1.3 | < 50% | < 50% |
| 40 | >= 4% | >= 1.4 | < 45% | < 45% |
| 50 | >= 5% | >= 1.5 | < 40% | < 40% |
| 60 | >= 6% | >= 1.6 | < 35% | < 35% |
| 70 | >= 7% | >= 1.7 | < 30% | < 30% |
| 80 | >= 8% | >= 1.8 | < 20% | < 20% |
| 90 | >= 9% | >= 1.9 | < 10% | < 10% |
| 100 | >= 10% | >= 2.0 | = 0 | = 0 |

We will make a grade assessment by comparing the aggregated points score with the assessment criteria shown below.

| Grade | Grade Assessment | Description |
|-------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Outstanding | 320 to 400 points | An organisation that has very robust resources to fulfil its funding award obligations comfortably (as indicated by at the aggregated points score). |
| Good | 240 to 310 points | An organisation that appears to have sufficiently robust resources to |

| | | |
|--------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | fulfil its funding award obligations (as indicated by at the aggregated points score). |
| Satisfactory | 160 to 230 points | An organisation that appears to have enough resources to fulfil funding award obligations (as indicated by at the aggregated points score). |
| Inadequate | <= 150 points | An organisation that appears to be in financial difficulty (as indicated by at the aggregated points score). There is a significant risk that organisations in this group not being able to fulfil its funding award obligations because of weak financial health. |

Other formats and languages

For a large print, Braille, disc, sign language video, audio-tape version of this document, or a summary of this document in your language, please complete the contact us form on the below link:

[Contact us form | London City Hall](#)

You will need to supply your name, e-mail address and state the format and title of the publication you require.