

compile the information needed within the Grant Funding Agreement (the text highlights in yellow and the Schedule 2) to allow us to enter the Agreement as soon as possible.

You will be able to draw down funding once the Grant Funding Agreement is in place.

Thank you for confirming that work has begun on site. I just want to be clear that until the Funding Agreement is signed and completed, the works are at the risk of the FRA.

Kind regards,

■

■

Programme Officer – LEP Delivery

From: ■@fra.ac.uk]
Sent: 29 July 2015 13:08
To: ■
Cc: FE Capital; ■
Subject: RE: FRA Application to the FE Capital Investment Fund
Importance: High

Dear ■

Thank you very much. We are obviously delighted to receive the financial support from the GLA.

We have reviewed our position and taking into account the fact that the GLA is ready to match any additional funding, hence we have received an additional support from Arcadia of £200,000 towards our IT replenishment and upgrade, ensuring the total cost of the project is covered.

Attached is the letter from Arcadia's Chief Executive confirming that donation.

As you know we have already started most of the work and are on schedule to complete by 31st August.

I would appreciate if you could let me know how things are going to proceed from now in terms of legal documentation for the funding and when we will be able to receive some funds to support our project. I am away from Thursday this week for 2 weeks.

Kind regards

■ | Director of Finance & Resources

Tel: ■ | Fax: ■
| www.fashionretailacademy.ac.uk |
<image001.gif>

Follow us on



<image003.png><image004.png>

From: ■@london.gov.uk]
Sent: 21 July 2015 15:59
To: ■@fra.ac.uk>
Cc: ■@fashionretailacademy.ac.uk>; ■
■@fra.ac.uk>; FE Capital <FECapital@london.gov.uk>
Subject: FRA Application to the FE Capital Investment Fund

Dear ■

Further to our recent communications, please find attached the letter confirming the IPB decision to proceed with the proposal of 2:1 match to grant funding ratio to the Fashion Retail Academy.

Please let me know any queries.

Kind regards,



Programme Officer – LEP Delivery | Regeneration Team
City Hall | The Queen's Walk | London | SE1 2AA | Tel: [REDACTED] | BlackBerry: [REDACTED] | email:
[REDACTED]@london.gov.uk | **GREATER LONDON AUTHORITY**
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Elizabeth North

From: [REDACTED]@fra.ac.uk>
Sent: 22 September 2015 17:31
To: [REDACTED]
Cc: FE Capital; [REDACTED]
Subject: RE: FE Capital Investment Fund: Grant Agreement

Thank you will do.

[REDACTED] | Director of Finance & Resources
Tel: [REDACTED] | Fax: [REDACTED]
| www.fashionretailacademy.ac.uk |



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From: [REDACTED]@london.gov.uk]
Sent: 22 September 2015 14:49
To: [REDACTED]@fra.ac.uk>
Cc: FE Capital <FECapital@london.gov.uk>; [REDACTED]@fra.ac.uk>; [REDACTED]
[REDACTED]@fashionretailacademy.ac.uk>
Subject: FE Capital Investment Fund: Grant Agreement

Dear [REDACTED]

It is with great pleasure that I attach the duly signed Grant Agreement. A hard copy will be sent in today's post.

We look forward to receiving the quarterly monitoring and claim forms on the 1 October 2016 (I have attached a copies of the forms for ease of use) and in the interim, we will raise the Purchase Order Number to ensure that the claim can be paid as soon as possible.

Kind regards,

[REDACTED]

[REDACTED] | Programme Officer – LEP Delivery | Regeneration Team
City Hall | The Queen's Walk | London | SE1 2AA | Tel: [REDACTED] | BlackBerry: [REDACTED] | email:
elizabeth.north@london.gov.uk | GREATER LONDON AUTHORITY

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[REDACTED]

From: [REDACTED]@fra.ac.uk>
Sent: 06 October 2015 13:58
To: [REDACTED]
Cc: [REDACTED] FE Capital
Subject: RE: st monitoring report and grant claim
Attachments: Schedule 7b claim 1 (3).xlsx

Follow Up Flag: Follow up
Flag Status: Completed

Thank you [REDACTED].

Attached final revised with confirmation that invoice number 3229 from J Bashford and Sons is not profiled in this form.

I am also waiting from Arcadia ; as soon as I receive I send it to you.

Kind regards

[REDACTED] | Director of Finance & Resources
Tel: [REDACTED] | Fax: [REDACTED]
| www.fashionretailacademy.ac.uk |



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From: [REDACTED]@london.gov.uk]
Sent: 06 October 2015 12:03
To: [REDACTED]@fra.ac.uk>
Cc: [REDACTED]@fashionretailacademy.ac.uk>; FE Capital <FECapital@london.gov.uk>
Subject: RE: st monitoring report and grant claim

Dear [REDACTED]

Many thanks for all of your hard work on this matter. The and invoices are finally coming together but we just have a few more bits to iron out.

Firstly, I have changed the cumulative spend to date total for BT Business in the attached to £260,391.47 to reflect the invoices presented.

Secondly, I have changed the figures in the declaration form for the total GLA grant available (£544,246) and FRA match committed (£78,490) to reflect the figures in the Grant Agreement. On the plus side, this means that FRA are entitled to claim more funds as part of the project than expected and you may wish to re-profile some spend in the claim form to reflect this.

Also, There is a little work to be done on the form. The Milestones and Grant Claims sheet states that £1,500,070.09 has been spent to date (cell K50) but the Declaration form notes that £1,498,758.83 has been spent to date (using

cells G and H 21 and 22 and cells K and L 27 and 28). Although this is only a difference of £1,306.26, we need to reflect the actual spend to date in both sheets for audit.

Furthermore, invoice number 3229 from J Bashford and Sons is not profiled in this form, please confirm if this has been received as business as usual outside of the project, or alter the figures to include this.

Finally, I note that the letter from Arcadia is outstanding and we look forward to receiving this in due course.

Kind regards,

■

■
Programme Officer – LEP Delivery

From: ■@fra.ac.uk]
Sent: 05 October 2015 16:45
To: ■
Cc: ■ FE Capital
Subject: RE: st monitoring report and grant claim

Dear ■

Please find below my comments and attached the documentation missing. Arcadia is working on putting together a letter with the information re. the donation in kind and I will let you have one as soon as possible.

Kind regards

■ | Director of Finance & Resources
Tel: ■ | Fax: ■
| www.fashionretailacademy.ac.uk |
FRA 15 Gresse Street | London | W1T 1QL
Fashion Retail Academy

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From: ■@london.gov.uk]
Sent: 05 October 2015 15:36
To: ■@fra.ac.uk>
Cc: ■@fashionretailacademy.ac.uk>; FE Capital <FECapital@london.gov.uk>
Subject: RE: st monitoring report and grant claim

Dear ■

Many thanks for your quick response. I have reviewed the claim and have a few queries, and a couple of missing items that I would be grateful if you could forward;

1. The Schedule 2 of the Grant Agreement has no GLA Capital Grant profiled for spend at the Design milestone stage. Please remove the charges to the GLA for the Design milestone from the Q1 and Q2 claim form, but retain the information in relation to the cumulative spend to date, as this shows the proportionate spend required. Corrected see attached
2. Unique ID 007, a letter from Arcadia in relation to £100,000 spend is missing from the documents that I have received. I assume that this is in relation to match-in-kind spend and as such, the letter will need to show the hourly rate, total hours worked and be signed by Arcadia. Awaiting
3. J Bashford invoices are split between the Design and Implementation milestones, with 3 invoices giving the total funding for the two milestones but it is not clear to see which relate to design (which is not eligible for GLA funding) and Implementation (which is eligible for GLA funding). Please re-profile with the difference in invoices. Done
4. The Regional Building Control invoice(s) have not been received in the information provided. In Claim 1 Q2 support invoices 4.pdf attached
5. I have only received one invoice in relation to Ambient Air, please may I have the remaining invoices. In Claim 1 Q2 support invoices 12.pdf attached
6. The invoices received for BT Business and Reggiani do not match the totals in the claim form. Please may I ask you to provide these invoices? In Claim 1 Q2 support invoices 12.pdf attached

Going forward, please may I ask you to continue to provide both the excel and PDF copy of the claim form as this provides the full picture.

Kind regards,

■

■

Programme Officer – LEP Delivery

From: ■@fra.ac.uk]
Sent: 05 October 2015 11:04
To: ■
Cc: ■; FE Capital
Subject: RE: st monitoring report and grant claim

Dear ■

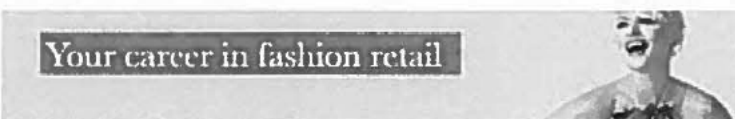
Please find attached. Hard copy is in the post.

regards

■ | Director of Finance & Resources
Tel: ■ | Fax: ■
| www.fashionretailacademy.ac.uk |

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From: [REDACTED]@london.gov.uk]
Sent: 05 October 2015 09:59
To: [REDACTED]@fra.ac.uk>
Cc: [REDACTED]@fashionretailacademy.ac.uk>; FE Capital <FECapital@london.gov.uk>
Subject: RE: st monitoring report and grant claim

Dear [REDACTED]

Many thanks for your emails and the photographs received - the space looks fantastic.

I note the one invoice is missing and should be forwarded today. Please may I also ask you to forward the completed excel version of the attached claim form? The writing on the breakdown sheet is proving tricky to read at present.

Kind regards,

[REDACTED]

[REDACTED]
Programme Officer – LEP Delivery

From: [REDACTED]@fra.ac.uk]
Sent: 05 October 2015 08:55
To: [REDACTED]
Cc: [REDACTED]; FE Capital
Subject: RE: st monitoring report and grant claim

Email 4b of 4

Dear [REDACTED]

Please find attached. One invoice is missing on the scan. Must have been mis-filed. We will have a copy sent on Monday.

Kind regards

[REDACTED] | Director of Finance & Resources
Tel: [REDACTED] | **Fax:** [REDACTED]
| www.fashionretailacademy.ac.uk |

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From: [REDACTED]@london.gov.uk]
Sent: 02 October 2015 10:22
To: [REDACTED]@fra.ac.uk>
Cc: [REDACTED]@fashionretailacademy.ac.uk>; FE Capital <FECapital@london.gov.uk>
Subject: RE: st monitoring report and grant claim

Morning [REDACTED]

Many thanks for sending this through. I have made the changes to the template but note that this was not the version completed by FRA. I am happy to make these changes to the template used in your claim, if you are happy to send this through.

By way of explanation, as you are aware, the fund necessitates proportionate spend at all times. To demonstrate this, please list all spend and provide invoices to this effect for the cumulative spend column – which should demonstrate both design and implementation milestones over quarters 1 and 2 for the FRA. The GLA claim will then be proportionate to the cumulative spend and will be automatically calculated at the bottom of the spreadsheet for reassurance.

I have completed the first two sheets to save you time.

Kind regards,

[REDACTED]

[REDACTED] | Programme Officer – LEP Delivery

From: [REDACTED]@fra.ac.uk]

Sent: 02 October 2015 08:37

To: [REDACTED]

Cc: [REDACTED]; FE Capital

Subject: RE: st monitoring report and grant claim

[REDACTED]

Please find attached.

1. I can confirm that the FRA are claiming the VAT within the GLA grant as the FRA is unable to recover VAT at source.
2. I have been through the claim and note that some sums are rounded up. I'm afraid that we are unable to accept rounded up figures as the claim must reflect the invoice of the service provided. Please re-submit the claim with true, non-rounded, figures. I will do so when I resubmit with the new claim form.
3. I have also noticed that the sum of the invoices received differs from the amount of the claim. Please resubmit for the value of the invoices
4. Please confirm that the costs for the Kingdom Security are capitalisable as the service was provided for this project. This cost are capitalised as they are specific to the refurbishment work.
5. Please confirm and provide rationale that the costs in relation to Marwick Architects should be recognised within the implementation milestone, rather than the design milestone. Marwick Architects provided two types of service. One was at the design milestone, one as an implementation stage in providing additional plans during the construction pahse. The largest cost has been incurred at the design milestone and was paid by Arcadia.

Regards

[REDACTED] | Director of Finance & Resources

Tel: [REDACTED] | Fax: [REDACTED]

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From: [REDACTED]@london.gov.uk]

Sent: 01 October 2015 18:00

To: [REDACTED]@fra.ac.uk>

Cc: [REDACTED]@fashionretailacademy.ac.uk>; FE Capital <FECapital@london.gov.uk>

Subject: RE: st monitoring report and grant claim

Dear [REDACTED]

Apologies, I did not realise this was the case. I have had a chat with my manager and the best solution will be to list and provide all of the invoices in the Grant Claim, but to do this we will need to make a slight change to the form. Please may I ask you to send me the electronic copy of your Schedule 7b so that I may make this change first thing tomorrow?

Kind regards,

[REDACTED]

[REDACTED]

Programme Officer – LEP Delivery

From: [REDACTED]@fra.ac.uk]

Sent: 01 October 2015 17:26

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: st monitoring report and grant claim

Dear [REDACTED]

I shall do this however one of the area of concern is that some of the invoices are partially covered by Arcadia and some by GLA. I cannot split exactly some of the services per the amount received. This is why the total of the paper support is not matching the claim. What do you suggest?

Regards

[REDACTED] | Director of Finance & Resources

Tel: [REDACTED] | Fax: [REDACTED]

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From: [REDACTED]@london.gov.uk]
Sent: 01 October 2015 17:22
To: [REDACTED]@fra.ac.uk>
Cc: [REDACTED]@fashionretailacademy.ac.uk>
Subject: RE: st monitoring report and grant claim

Dear [REDACTED]

Many thanks for the below email and attached claim form and monitoring forms, these are gratefully received - along with the copies in the post. I have a few queries that require answering;

1. Please can you confirm that the FRA are claiming the VAT within the GLA grant as the FRA is unable to recover VAT at source.
2. I have been through the claim and note that some sums are rounded up. I'm afraid that we are unable to accept rounded up figures as the claim must reflect the invoice of the service provided. Please re-submit the claim with true, non-rounded, figures.
3. I have also noticed that the sum of the invoices received differs from the amount of the claim. Please resubmit for the value of the invoices
4. Please confirm that the costs for the Kingdom Security are capitalisable as the service was provided for this project.
5. Please confirm and provide rationale that the costs in relation to Marwick Architects should be recognised within the implementation milestone, rather than the design milestone.

Please may I ask you to resubmit the claim as soon as possible so that we may process the paperwork as soon as possible.

Kind regards,

[REDACTED]

[REDACTED]
Programme Officer – LEP Delivery

From: [REDACTED]@fra.ac.uk]
Sent: 01 October 2015 08:51
To: [REDACTED]
Cc: [REDACTED]
Subject: st monitoring report and grant claim

Dear [REDACTED]

Please find attached the completed information. I have put a hard copy in the post. Could you please let me know when we should expect receiving the funds.

Kind regards

██████████ | Director of Finance & Resources

Tel: ██████████ | Fax: ██████████

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Elizabeth North

From: [REDACTED]@fra.ac.uk>
Sent: 15 October 2015 16:30
To: [REDACTED]
Cc: [REDACTED] FE Capital
Subject: RE: st monitoring report and grant claim

Follow Up Flag: Follow up
Flag Status: Completed

Thank you [REDACTED] and it is effectively the case for Arcadia donation in kind.

Would you be able to confirm a date for the payment to be received [REDACTED]
[REDACTED] The GLA invoice was dated 13 October 2015 and your PO states payments in 10 days, hence should I be assured of receiving the funds by 23rd October?

Finally regarding the press release and advertising, I will put our Marketing Manager in relation with your people shortly.

regards



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[REDACTED] | Director of Finance & Resources

T: [REDACTED]

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From: [REDACTED]@london.gov.uk]
Sent: 15 October 2015 16:04
To: [REDACTED]@fra.ac.uk>
Cc: [REDACTED]@fashionretailacademy.ac.uk>; FE Capital <FECapital@london.gov.uk>
Subject: RE: st monitoring report and grant claim

Dear [REDACTED]

Many thanks for your help in this matter. I can confirm that I have received the signed Schedule 7b and the goods receipt has been entered on the system. This will allow the Accounts Payable team to process the invoice as soon as it is in receipt.

In the meantime, I have noticed that the letter and evidence regarding the Arcadia match-in-kind Donation is for the sum of £110,000, not the £100,000 stated in the schedule 7b claim form. I assume that this is because the letter evidencing the match from Arcadia is dated 9th October and, as such, £10,000 of match-in-kind has been received in

Quarter 3, so this will be profiled in the quarter 3 schedule 7b that we are due to receive in January. Please let me know if this is not the case.

Finally, we would like to publish a press release regarding the project to highlight the LEP funding and Mayor's support, please can you let me know if you would be happy to publicise the project via your website and/or twitter?

Kind regards,

■

■

Programme Officer – LEP Delivery

From: ■@fra.ac.uk]
Sent: 12 October 2015 14:52
To: ■
Cc: ■; FE Capital
Subject: RE: st monitoring report and grant claim

Dear ■

Please find enclosed the form and the outstanding letter from Arcadia.

Would you like me to put an original in the post?

What should I do next to get the funds as I have very unhappy creditors at the moment chasing us every day over the phone?

Kind regards

■ | Director of Finance & Resources
Tel: ■ | Fax: ■
| www.fashionretailacademy.ac.uk |

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From: ■@london.gov.uk]
Sent: 06 October 2015 12:03
To: ■@fra.ac.uk>
Cc: ■@fashionretailacademy.ac.uk>; FE Capital <FECapital@london.gov.uk>
Subject: RE: st monitoring report and grant claim

Dear ■

Many thanks for all of your hard work on this matter. The and invoices are finally coming together but we just have a few more bits to iron out.

Firstly, I have changed the cumulative spend to date total for BT Business in the attached to £260,391.47 to reflect the invoices presented.

Secondly, I have changed the figures in the declaration form for the total GLA grant available (£544,246) and FRA match committed (£78,490) to reflect the figures in the Grant Agreement. On the plus side, this means that FRA are entitled to claim more funds as part of the project than expected and you may wish to re-profile some spend in the claim form to reflect this.

Also, There is a little work to be done on the form. The Milestones and Grant Claims sheet states that £1,500,070.09 has been spent to date (cell K50) but the Declaration form notes that £1,498,758.83 has been spent to date (using cells G and H 21 and 22 and cells K and L 27 and 28). Although this is only a difference of £1,306.26, we need to reflect the actual spend to date in both sheets for audit.

Furthermore, invoice number 3229 from J Bashford and Sons is not profiled in this form, please confirm if this has been received as business as usual outside of the project, or alter the figures to include this.

Finally, I note that the letter from Arcadia is outstanding and we look forward to receiving this in due course.

Kind regards,

Programme Officer – LEP Delivery

From: [REDACTED]@fra.ac.uk]
Sent: 05 October 2015 16:45
To: [REDACTED]
Cc: [REDACTED] FE Capital
Subject: RE: st monitoring report and grant claim

Dear [REDACTED]

Please find below my comments and attached the documentation missing. Arcadia is working on putting together a letter with the information re. the donation in kind and I will let you have one as soon as possible.

Kind regards

[REDACTED] | Director of Finance & Resources
Tel: [REDACTED] | Fax: [REDACTED]
| www.fashionretailacademy.ac.uk |

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From: [REDACTED]@london.gov.uk]
Sent: 05 October 2015 15:36

To: [REDACTED]@fra.ac.uk>
Cc: [REDACTED]@fashionretailacademy.ac.uk>; FE Capital <FECapital@london.gov.uk>
Subject: RE: st monitoring report and grant claim

Dear [REDACTED]

Many thanks for your quick response. I have reviewed the claim and have a few queries, and a couple of missing items that I would be grateful if you could forward;

1. The Schedule 2 of the Grant Agreement has no GLA Capital Grant profiled for spend at the Design milestone stage. Please remove the charges to the GLA for the Design milestone from the Q1 and Q2 claim form, but retain the information in relation to the cumulative spend to date, as this shows the proportionate spend required. Corrected see attached
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Going forward, please may I ask you to continue to provide both the excel and PDF copy of the claim form as this provides the full picture.

Kind regards,

[REDACTED]

[REDACTED]
Programme Officer – LEP Delivery

From: [REDACTED]@fra.ac.uk]
Sent: 05 October 2015 11:04
To: [REDACTED]
Cc: [REDACTED] FE Capital
Subject: RE: st monitoring report and grant claim

Dear [REDACTED]

Please find attached. Hard copy is in the post.

regards

[REDACTED] | Director of Finance & Resources
Tel: [REDACTED] | Fax: [REDACTED]
| www.fashionretailacademy.ac.uk |

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From: [REDACTED]@london.gov.uk]
Sent: 05 October 2015 09:59
To: [REDACTED]@fra.ac.uk>
Cc: [REDACTED]@fashionretailacademy.ac.uk>; FE Capital <FECapital@london.gov.uk>
Subject: RE: st monitoring report and grant claim

Dear [REDACTED]

Many thanks for your emails and the photographs received - the space looks fantastic.

I note the one invoice is missing and should be forwarded today. Please may I also ask you to forward the completed excel version of the attached claim form? The writing on the breakdown sheet is proving tricky to read at present.

Kind regards,

[REDACTED]

[REDACTED]
Programme Officer – LEP Delivery

From: [REDACTED]@fra.ac.uk]
Sent: 05 October 2015 08:55
To: [REDACTED]
Cc: [REDACTED]; FE Capital
Subject: RE: st monitoring report and grant claim

Email 4b of 4

Dear [REDACTED]

Please find attached. One invoice is missing on the scan. Must have bene mis-filed. We will have a copy sent on Monday.

Kind regards

[REDACTED] | Director of Finance & Resources
Tel: [REDACTED] | Fax: [REDACTED]
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From: [REDACTED]@london.gov.uk]

Sent: 02 October 2015 10:22

To: [REDACTED]@fra.ac.uk>

Cc: [REDACTED]@fashionretailacademy.ac.uk>; FE Capital <FECapital@london.gov.uk>

Subject: RE: st monitoring report and grant claim

Morning [REDACTED]

Many thanks for sending this through. I have made the changes to the template but note that this was not the version completed by FRA. I am happy to make these changes to the template used in your claim, if you are happy to send this through.

By way of explanation, as you are aware, the fund necessitates proportionate spend at all times. To demonstrate this, please list all spend and provide invoices to this affect for the cumulative spend column – which should demonstrate both design and implementation milestones over quarters 1 and 2 for the FRA. The GLA claim will then be proportionate to the cumulative spend and will be automatically calculated at the bottom of the spreadsheet for reassurance.

I have completed the first two sheets to save you time.

Kind regards,

[REDACTED]

[REDACTED] | Programme Officer – LEP Delivery

From: [REDACTED]@fra.ac.uk]

Sent: 02 October 2015 08:37

To: [REDACTED]

Cc: [REDACTED] FE Capital

Subject: RE: st monitoring report and grant claim

[REDACTED]

Please find attached.

1. I can confirm that the FRA are claiming the VAT within the GLA grant as the FRA is unable to recover VAT at source.
2. I have been through the claim and note that some sums are rounded up. I'm afraid that we are unable to accept rounded up figures as the claim must be reflect the invoice of the service provided. Please re-submit the claim with true, non-rounded, figures. I will do so when I resubmit with the new claim form.
3. I have also noticed that the sum of the invoices received differs from the amount of the claim. Please resubmit for the value of the invoices

4. Please confirm that the costs for the Kingdom Security are capitalisable as the service was provided for this project. This cost are capitalised as they are specific to the refurbishment work.
5. Please confirm and provide rationale that the costs in relation to Marwick Architects should be recognised within the implementation milestone, rather than the design milestone. Marwick Architects provided two types of service. One was at the design milestone, one as an implementation stage in providing additional plans during the construction pahse. The largest cost has been incurred at the design milestone and was paid by Arcadia.

Regards

██████████ | Director of Finance & Resources
Tel: ██████████ | Fax: ██████████
| www.fashionretailacademy.ac.uk |



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From: ██████████@london.gov.uk]
Sent: 01 October 2015 18:00
To: ██████████@fra.ac.uk>
Cc: ██████████@fashionretailacademy.ac.uk>; FE Capital <FECapital@london.gov.uk>
Subject: RE: st monitoring report and grant claim

Dear ██████████

Apologies, I did not realise this was the case. I have had a chat with my manager and the best solution will be to list and provide all of the invoices in the Grant Claim, but to do this we will need to make a slight change to the form. Please may I ask you to send me the electronic copy of your Schedule 7b so that I may make this change first thing tomorrow?

Kind regards,

██████████

██████████
Programme Officer – LEP Delivery

From: ██████████@fra.ac.uk]
Sent: 01 October 2015 17:26
To: ██████████
Cc: ██████████
Subject: RE: st monitoring report and grant claim

Dear ██████████

I shall do this however one of the area of concern is that some of the invoices are partially covered by Arcadia and some by GLA. I cannot split exactly some of the services per the amount received. This is why the total of the paper support is not matching the claim. What do you suggest?

Regards

██████████ | Director of Finance & Resources
Tel: ██████████ | Fax: ██████████
| www.fashionretailacademy.ac.uk |



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From: ██████████@london.gov.uk
Sent: 01 October 2015 17:22
To: ██████████@fra.ac.uk>
Cc: ██████████@fashionretailacademy.ac.uk>
Subject: RE: st monitoring report and grant claim

Dear ██████████

Many thanks for the below email and attached claim form and monitoring forms, these are gratefully received - along with the copies in the post. I have a few queries that require answering;

1. Please can you confirm that the FRA are claiming the VAT within the GLA grant as the FRA is unable to recover VAT at source.
2. I have been through the claim and note that some sums are rounded up. I'm afraid that we are unable to accept rounded up figures as the claim must be reflect the invoice of the service provided. Please re-submit the claim with true, non-rounded, figures.
3. I have also noticed that the sum of the invoices received differs from the amount of the claim. Please resubmit for the value of the invoices
4. Please confirm that the costs for the Kingdom Security are capitalisable as the service was provided for this project.
5. Please confirm and provide rationale that the costs in relation to Marwick Architects should be recognised within the implementation milestone, rather than the design milestone.

Please may I ask you to resubmit the claim as soon as possible so that we may process the paperwork as soon as possible.

Kind regards,

██████████

██████████
Programme Officer – LEP Delivery

From: [REDACTED]@fra.ac.uk]
Sent: 01 October 2015 08:51
To: [REDACTED]
Cc: [REDACTED]
Subject: st monitoring report and grant claim

Dear [REDACTED]

Please find attached the completed information. I have put a hard copy in the post. Could you please let me know when we should expect receiving the funds.

Kind regards

[REDACTED] | **Director of Finance & Resources**
Tel: [REDACTED] | **Fax:** [REDACTED]
www.fashionretailacademy.ac.uk |



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[REDACTED]

From: [REDACTED]@fra.ac.uk>
Sent: 19 October 2015 14:48
To: [REDACTED]
Cc: FE Capital; [REDACTED]
Subject: RE: FE Capital: Purchase Order and Invoicing details

Follow Up Flag: Follow up
Flag Status: Completed

Thank you very much [REDACTED]

My colleague has confirmed a copy was sent in the post and should be with you now.

I look forward to see the amount in our bank account.

Kind regards,



FASHION RETAIL
ACADEMY

[REDACTED] | Director of Finance & Resources

T: [REDACTED]

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From: [REDACTED]@london.gov.uk]
Sent: 19 October 2015 14:03
To: [REDACTED]@fra.ac.uk>
Cc: FE Capital <FECapital@london.gov.uk>; [REDACTED]@fashionretailacademy.ac.uk>
Subject: RE: FE Capital: Purchase Order and Invoicing details

Hi [REDACTED]

Further to our telephone call this morning, I can confirm that I have spoken to the Accounts Payable Team and forwarded the invoice, which has been processed and you should receive the monies into your account by close of play on Friday 23 October 2015.

Please be aware that this is not usual procedure and in future, electronic invoices should be sent to me and a hard copy should be posted to the Accounts Payable team at the address in the below email.

Kind regards,

Programme Officer – LEP Delivery

From: [REDACTED]
Sent: 13 October 2015 15:22
To: [REDACTED]@fra.ac.uk)
Cc: FE Capital; [REDACTED]@fashionretailacademy.ac.uk
Subject: FE Capital: Purchase Order and Invoicing details

Dear [REDACTED]

My colleague has now signed off the Q1 and Q2 claim for the FRA's Building Improvement 2015 project. I am aware that we are awaiting the signed Claim Form 7b, but in the interim and to enable payment to be made asap, please submit a sales invoice to our Accounts Payable team for the capital total below.

Please list the capital claim as an item, quoting the relevant Purchase Order number:

Fashion Retail Academy:

Q1 and 2 Capital claim (£477,795.26) **PO Number 3100784533/10**

Invoices should be sent to the following address:

Greater London Authority
Accounts Payable
PO Box 45276
14 Pier Walk
London
SE10 1AJ

We will be required to confirm the claim by entering a Goods Receipt Note before payment. I will ensure that the GRN is processed as soon as we receive the duly signed Schedule 7b.

An *electronic* copy of the invoice should be forwarded to me so that I may ensure that this is processed asap. Should you have any queries about the process, please do not hesitate to get in touch.

Kind regards,

[REDACTED] | Programme Officer – LEP Delivery | Regeneration Team
City Hall | The Queen's Walk | London | SE1 2AA | Tel: 020 [REDACTED] | BlackBerry: [REDACTED] | email:
[REDACTED]@london.gov.uk | GREATER LONDON AUTHORITY

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[REDACTED]

From: [REDACTED]@fra.ac.uk>
Sent: 09 December 2015 15:47
To: [REDACTED]
Subject: RE: FE Capital Investment Fund and FRA refurbishment project

Dear [REDACTED]

Everything is on track and work is expected to be completed by the end of next week. We will put together the monitoring form and the claim form and send it the week starting 11th January 2016.

Regards



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[REDACTED] | Director of Finance & Resources

T: [REDACTED]

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From: [REDACTED]@london.gov.uk]
Sent: 09 December 2015 11:47
To: [REDACTED]@fra.ac.uk>; [REDACTED]@fashionretailacademy.ac.uk>
Subject: FE Capital Investment Fund and FRA refurbishment project

Hi [REDACTED]

I hope that this finds you both well.

I just wanted to check in and ask if everything is still on track for the IT portion of the project to complete by the end of this month? I'm aware that we are expecting the monitoring form and claim form for this quarter in January and it would be good to get everything lined up so that I can get the claim paid asap.

Many thanks,

[REDACTED]

[REDACTED] | Programme Officer – LEP Delivery | Regeneration Team
City Hall | The Queen's Walk | London | SE1 2AA | Tel: [REDACTED] | BlackBerry: [REDACTED] | email:
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