

Essex County Council
Infrastructure Delivery
County Hall, Market Road
Chelmsford, Essex CM1 1QH

Date: 13 February 2024

Dear Headteacher/SBM/Finance Officer

**DEVOLVED FORMULA CAPITAL (DFC) GRANT - DFC3 YEAR END RETURN 2023-24
(For Community, Foundation and Voluntary Controlled Schools)**

Your Devolved Formula Capital (**DFC3**) expenditure return for year 2023/24, should now be submitted as a requirement of the grant. This will enable ECC with the authority to make grant transfers next financial year 2024/25.

We require the information:

- To reconcile your expenditure against our ECC records,
- To ensure we carry forward your correct balances.
- To return accurate relevant information to the Department for Education in line with the Accounts and Audit Regulations.

You can access the **DFC3 Financial Year End Return** via Infolink [Infrastructure Delivery - Devolved Formula Capital \(DFC\) Grant \(essex.gov.uk\)](#)

The Infolink **DFC3** includes your school's 2023 – 2024 financial year DFC opening balances according to the ECC records (using your DFC3 2022/23).

To complete the form, you will need to:

- Download the completed form.
- Add the last 4 digits of your school's Department for Education number (**not the cost code**).
- Provide the relevant information in all the boxes highlighted **blue**.

Once complete, please submit to infrastructure.delivery@essex.gov.uk a signed copy of the **DFC3 (pdf format)** and include copy of all the **INVOICES** to confirm your **DFC Grant expenditure**.

Further Guidance:

- Any unspent DFC Grant balance held will be carried forward to 2024-25.
- Any underspend against DFC already received (including Energy Funding 2022/23) should be included on the **DFC3 Financial Year End Return**.
- Where schools have agreed to contribute to a Capital Maintenance project using DFC, you should treat this as expenditure on **DFC3 Return**.

Yours sincerely



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