# **[Local Authority Letter Head]**

# Section 151 Officer MR Approval

[Name of Bidding Authority]

[Name of s151 officer]

[Authority Address]

[Contact email for s151 officer]

[Contact phone for s151 officer]

[Date]

Dear [Assurance Manager],

**Ref: [Bid Reference Number] – [Bid Name]**

*As Section 151 Finance Officer, I approve the submission of this monitoring return and agree to account for funds received.*

I confirm that:

* All information supplied at time of submission, and as far I am aware, is true, complete and accurate in all respects;
* All relevant terms and conditions of funding have been met;
* All applicable legal requirements are understood and have been complied with. This includes state aid, public procurement law, wider public law (including the Public Sector Equality Duty), and planning law.

Yours Faithfully,

Signed ……………………………………

[Name of s151 officer]

[Role]