

**To:** Wayne Reid[Wayne.Reid@ofgem.gov.uk]; Teri Clifton[teri.clifton@ofgem.gov.uk]  
**Cc:** Sajith Sasikumar[Sajith.Sasikumar@ofgem.gov.uk]  
**Importance:** Normal  
**Subject:** RE: NI month end summary  
**Received:** 2016-08-19T10:04:31Z

Wayne  
 Please forward on Monday.

---

**From:** Wayne Reid  
**Sent:** 15 August 2016 13:30  
**To:** Teri Clifton  
**Cc:** Sajith Sasikumar; Edmund Ward  
**Subject:** RE: NI month end summary [OFFICIAL Internal Only]

Hello Teri  
 Here are the other costs broken down for NI. For your info, these represent 6% of the total NDRHI other costs;

**Other Costs**

**Apr      May      Jun      Jul      Aug      Sep      Oct      Nov      Dec**

Description	OTHER COSTS								
Training & Teambuilding	2	190	-	117	921	1,089	-	-	1,493
Vouchers	-	-	-	-	-	71	-	-	77
Recruitment	199	-	-	480	-	485	-	-	612
Travel, Subsistence & Other Expenses	73	139	25	593	230	1,680	-	-	420
Meeting Rooms & Accommodation Costs	109	69	78	195	60	60	60	60	60
Office & IT Equipment	-	5	-	5	-	206	-	-	230
Comms	-	-	-	-	-	-	-	-	-
	382	402	102	1,389	1,211	3,591	60	60	2,891

I've spoken to Edmund, the £18k represents the best July view for year-end activity. For audits/possible legal challenges, given the scheme's suspension.  
 Hope this helps  
 Wayne

---

**From:** Teri Clifton  
**Sent:** 15 August 2016 08:39  
**To:** Wayne Reid  
**Subject:** RE: NI month end summary [OFFICIAL Internal Only]

Hi Wayne  
 I've got a couple of queries on this, hope you can help.  
 Can you break down the 'other' for each month and is it right that the overhead for March 2017 is £24,762. I can see that there is an £18k contingency built in that row, but I'm a bit concerned about showing DfE an overhead of that amount at this stage?  
 Thanks  
 Teri

---

**From:** Wayne Reid  
**Sent:** 02 August 2016 10:19  
**To:** Teri Clifton

Received from OFGEM on 05.09.2017  
 Annotated by RHI Inquiry

---

**Subject:** RE: NI month end summary [OFFICIAL Internal Only]

Hello Teri

Here is report for June. Do let me know if this is okay. If you could then request a PO from DfE, I'll raise the invoice.

Thanks

Wayne

---

**From:** Teri Clifton

**Sent:** 13 July 2016 13:04

**To:** Wayne Reid

**Subject:** RE: NI month end summary [OFFICIAL Internal Only]

Perfect thanks!

---

**From:** Wayne Reid

**Sent:** 13 July 2016 13:00

**To:** Teri Clifton

**Subject:** RE: NI month end summary [OFFICIAL Internal Only]

Hello Teri

I have been reviewing this today. Hopefully I will be able to send you a report tomorrow (I just need to check some things with Peter first).

Wayne

---

**From:** Teri Clifton

**Sent:** 13 July 2016 12:27

**To:** Wayne Reid

**Subject:** NI month end summary [OFFICIAL Internal Only]

Hi Wayne

Do you have the numbers for NI for this quarter as I need to ask them for the funds and get the purchase order raised

Thanks

Teri

**Teri Clifton**

Head of Operations

Non-Domestic RHI

Ofgem

3rd Floor

Cornerstone

107 West Regent Street

Glasgow

G2 2BA

Tel: 0141 341 3991

[www.ofgem.gov.uk](http://www.ofgem.gov.uk)



[Internal Only]