



National Audit Office

The UK's independent public spending  
watchdog

Switchboard +44 (0)207 798 7000

Direct Line +44 (0)207 798 7264

Email [FOI@nao.org.uk](mailto:FOI@nao.org.uk)

Reference FOI-1580

Date 26 January 2023

## THE SOVEREIGN GRANT REPORT

Thank you for your request which we received on 5 January 2022 in relation to The Sovereign Grant report which the NAO published in 2013. You have asked for us to handle your request in accordance with the terms of the Freedom of Information Act 2000 (FOIA).

### The specific information you requested states:

*"In 2013, the NAO published a report by the Comptroller and Auditor General on the Sovereign Grant: Microsoft Word - Sovereign Grant Memo AO Clearance\_Latest 9 Oct (nao.org.uk). Figure 3 (page 13) outlines 'sources of funding for activities outside of the Sovereign Grant'. Could you please provide any information the NAO has on 'Administration of honours, funded by Cabinet Office' as per figure 3."*

Having searched our audit records and archives, we can confirm that we do not hold information within the scope of your request. Any information we held would have been destroyed in accordance with our records retention policy. The policy outlines our retention schedules which govern how long we need to keep different types of records. Certified annual reports and accounts, supporting working papers, files, evidence, journals, and certification documents are only retained for 6 years. If we previously held any documentation of this nature, it would have been destroyed in accordance with our records retention policy for this type of material.

Under Section 16 of the FOIA we are required to consider what advice and assistance we can provide to help you submit a request we may be able to respond to. Therefore, having consulted a director and Audit Principal about your request, we feel we may be able to consider your request if you could be more specific in respect of the years and details you require, bearing in mind our retention period. Please be aware, any further request will be treated as a new request and similar considerations and the application of any appropriate exemptions will need to be considered.

**Annex A** sets out the steps you may wish to take if you are not satisfied with the way we have handled your request for information under FOIA. I hope you find this response helpful.

Yours sincerely,

**NAO FOI Team**

157-197 Buckingham Palace Road, Victoria, London SW1W 9SP  
020 7798 7000 [www.nao.org.uk](http://www.nao.org.uk)



Cert No. 8835

ISO 14001

## **Annex A**

### **Statement of Policy**

Our policy is to respond to requests made under the Freedom of Information Act 2000 as helpfully and promptly as possible, having regard to the principles set out in the Act. I therefore hope you are happy with the way we have handled your request. If you are not, then you should take the following steps.

In the first instance, within 40 working days, write to the National Audit Office Freedom of Information (FOI) Team at [FOI.requests@nao.org.uk](mailto:FOI.requests@nao.org.uk) or by post to:

FOI Team, Green 2, National Audit Office, 157-197 Buckingham Palace Road, London, SW1W 9SP

The Head of FOI will arrange a review, which will be conducted by a senior member of staff who was not involved in decisions relating to your original request. Once the review has been completed, we will write informing you of the outcome.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

<https://ico.org.uk/> or Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF