

**To: Head Teachers of Primary, Secondary and Special Schools Operating the Full Cheque Book Scheme**

**Letter of Assurance for the 2019/2020 Year End Accounts Process**

**Section A:**

The proposed completion & submission date of the accounts for the financial year 2019/2020 is **Friday 3rd April 2020**, which is the last date the Spring Term before schools’ Easter holiday starts.

We seek your assurances that the following steps will be taken by your school to ensure year end workbooks are completed and submitted by closedown deadline as set out below and in the Cash Advances letter:

* All relevant school staff involved in the closedown process are aware of the deadline date.
* Your provider of financial services to the school (if you have one) is aware of the deadline date and that any support is arranged to enable the completion and submission of the accounts by **Friday 3rd April 2020**. Responsibility for ensuring completion and compliance with the deadlines lies with the school and not the providers.
* Your school will have internal arrangements in place to complete the financial returns and submit these to the LA by **Friday 3rd April 2020**.

**Section B:**

If the school are not able to give the reassurance, please outline the reasons in this section:

Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head Teacher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please scan the signed letter and return to LA via the mailbox: [FullCBSMailbox@birmingham.gov.uk](mailto:FullCBSMailbox@birmingham.gov.uk) by **31st May 2019** and state clearly the school name in the subject box with subject “Reassurance Return”.

Thank you for your co-operation.