

**To: Head Teachers of all Birmingham City Council (BCC) Maintained Schools: Primary, Secondary and Special Schools**

**Confirmation Letter for Year End Accruals**

**Please refer to the guidance notes on further requirements on year end accruals. In line with corporate requirements on processing year end accruals, Head Teachers of all BCC maintained schools must sign the accrual sheet(s), and sign this form as a confirmation of compliance:**

**I can confirm that all the accruals requested by this school are for goods/services received by 31st March 2020, or for work carried out before 31st March 2020, therefore these items need to be accrued.**

**I also confirm that the accrual list has been checked by school staff, and that screen prints of Goods Received Notes (GRN), invoices etc for each line of accrual have been included in the Accrual file where possible to be sent to the mailbox** **schoolsaccruals@birmingham.gov.uk** **(for non-cheque book/EPA schools) by 20th March 2020, or**

**to** **FullCBSMailbox@birmingham.gov.uk** **for Cheque Book Schools by Friday 3rd April 2020 with the completed workbook and other required documents**

**If for any reasons that a GRN or invoice is not available before the above deadline, then a “follow up” file with complete evidence will be sent by school to the designated mailbox by Thursday 30th April 2020.**

**Name of Head Teacher:**

**School Name:**

**School Budget code:**

**School Type (i.e.Non-Cheque Book School/EPA, or Cheque Book School):**

**Head Teacher’s Signature**

**Date:**