

**Date:**

**School:**

For the attention of the Headteacher

Dear Sir or Madam

Calculation of the School's In Year and Carried Forward Revenue Balances

The Local Authority has closed the accounts of your school as at 31<sup>st</sup> March 2023 and I confirm that the school's surplus / (deficit) revenue balances have been determined as follows:

Brought Forward Revenue Surplus / (Deficit) Balance as at 1<sup>st</sup> April 2022

.....

In Year Revenue Surplus / (Deficit) for the Financial Year 2022-2023

.....

Carried Forward Revenue Surplus / (Deficit) Balance as at 31<sup>st</sup> March 2023

.....

I would request that you complete the attached return and confirm your agreement of these balances. If you don't agree with these balances, please provide an additional sheet of A4 explaining why. Please send returns to the [schoolsyeaccountsdown@birmingham.gov.uk](mailto:schoolsyeaccountsdown@birmingham.gov.uk) email address.

If you have any queries relating to this request, please contact the Schools and Fair Funding Finance Team.

Terry Shaw

**Interim Finance Manager  
Schools and Fair Funding Team  
Education & Skills  
Birmingham City Council  
PO Box 16306  
Birmingham B2 2XR**

**Contact:** Schools Finance Team  
**Email:** [schoolsyeaccountsdown@birmingham.gov.uk](mailto:schoolsyeaccountsdown@birmingham.gov.uk)