



**Birmingham**  
City Council



**Schools Year-End  
&  
Closure of Accounts**

**Guidance Notes 2024/25**

# CLOSURE OF ACCOUNTS 2024/25

## INTRODUCTION

At the end of each financial year, the Chief Finance Officer has the responsibility for preparing the annual accounts for Birmingham City Council (BCC). This includes consolidating school accounts.

This guidance provides the key actions to be taken by schools and changes to the financial procedures for financial year 2024/25.

### Overarching Principle

The overarching principle is that your school's final accounts must reflect goods and services that have been received (for payments) or provided (for income) by 31 March 2025. The closedown dates have been set in line with the BCC Corporate Finance timetable, however due to the Easter break, please plan to complete all activities on time as failure to do so will potentially result in items not being included in the year-end accounts.

From 2024/25, all maintained schools in Birmingham must complete an end of year workbook setting their income and expenditure and closing balances for both revenue and capital. This must be done under the Consistent Financial Reporting (CFR) framework and submitted to the BCC in line with the timetable which will be available in due course. Schools must provide any necessary backing documents to support their workbook.

In addition to this, schools that operate their own bank account also known as chequebook schools (CBS), must submit a bank reconciliation as at 31 March 2025.

For 2024/25, a new workbook has been produced for schools to complete, and it is a statutory requirement for all maintained schools to ensure a true and accurate position is reported at year-end.

Where schools fail to submit a year-end workbook, BCC will close the school's financial position based on the last compliance/monitoring return submitted. Schools will then need to align their final closing position to what BCC has reported.

## CONSISTENT FINANCIAL REPORTING

From 2024/25, all maintained schools in Birmingham are required to record and report income and expenditure under the Consistent Financial Reporting (CFR) framework. The CFR framework provides a standard template for schools to collect information about their income and expenditure by financial years.

Financial statements must be in line with the approved headings set out in the [The Consistent Financial Reporting \(England\) Regulations 2012](#).

For further guidance on the CFR framework see [Consistent financial reporting \(CFR\) framework - GOV.UK](#). The guidance provides definitions for each CFR code set out in the regulations.

Financial statements include:

- School resources received in a financial year, including any unspent at the end of the previous year

- The application of any school resources
- A summary of the school's financial position at the end of the year

The information supports benchmarking and enables governors and LA's to produce simple reports. The [financial benchmarking website](#) enables comparisons of school income and expenditure profiles with similar schools.

## KEY DATES

Completed year-end workbooks must be submitted to Schools Finance by **9 April 2025**.

A detailed timetable will be issued to schools in due course.

## YEAR-END WORKBOOK INSTRUCTIONS

There are two separate workbooks, one for chequebook schools and the other for EPA and non-chequebook schools. Please ensure you complete the correct workbook for the type of school you are. The main difference between the two books is that for EPA and non-chequebook schools, there is an additional section at the bottom of the CFR which reports pseudo cash.

Before you complete the year-end workbook, please ensure that you have finished processing all transactions on your local finance system. From **close of business** 31 March 2025, no further payments and bank receipts should be processed locally for this period.

Once you have reached this stage, please complete the following steps;

- If you have a bank account(s) for the school, complete a bank reconciliation(s) **to and including** 31 March 2025.
- Complete a VAT return for March 2025.
- Confirm your CFR figures as below:
  - Ensure all BCC income posted on your finance system agrees with the latest cash sheet.
  - Schools must enter actual income and expenditure for the period April 2024 to March 2025. However, in some instances, there may be additional transactions that need to be included in schools accounts by BCC following the submission of the year-end workbook but these will be minimal.
  - Ensure expenditure recoded in local finance systems is in line with the cash sheet.

### Other checks that may be necessary to complete the report:

- If you have made a revenue contribution to capital in year, please ensure that the capital spend against CE02 & CE04 (minus any Devolved Formula Capital (DFC) spend) matches what is shown against E30. E.G

E30	£40,000
CI01	(£10,000)
CI03	(£40,000)
CE02	£30,000
CE04	£20,000

E30	Direct revenue financing (revenue contributions to capital)	-	-	-	10,000.00	10,000.00	-	10,000.00
Total Expenditure (Revenue)		1,687,746.68	5,878.49	1,619,016.91	10,000.00	1,682,895.40	-	1,682,895.40
In-year Revenue Balance (surplus/deficit)		(155,774.38)	1,516,813.87	(1,516,717.80)	(16,000.00)	(51,883.53)	541.39	(51,302.54)
Closing Revenue Balance (surplus/deficit)		(167,227.38)	1,516,813.87	(1,516,717.80)	(16,000.00)	(158,131.21)	541.39	(158,589.52)
<b>CAPITAL ACCOUNTS:</b>								
Opening Capital Balance (surplus/deficit)		-	-	-	-	-	-	-
Income (Capital)		-	-	-	-	-	-	-
CI01	Capital Income	6,238.75	6,238.75	-	3,791.25	10,000.00	-	10,000.00
CI03	Voluntary or private income	-	-	-	30,000.00	30,000.00	-	30,000.00
CI04	Direct revenue financing	-	-	-	10,000.00	10,000.00	-	10,000.00
Total Income (Capital)		6,238.75	6,238.75	-	43,781.25	50,000.00	-	50,000.00
Expenditure (Capital)		-	-	-	-	-	-	-
CE01	Acquisition of land and existing buildings	-	-	-	-	-	-	-
CE02	New construction, conversion and renovation	2,945.00	-	5,547.23	24,452.77	30,000.00	-	30,000.00
CE03	Vehicles, plant, equipment and machinery	-	-	-	-	-	-	-
CE04	Information and communication technology	-	-	-	20,000.00	20,000.00	-	20,000.00
Total Expenditure (Capital)		2,945.00	-	5,547.23	44,452.77	50,000.00	-	50,000.00
In-year Capital Balance (surplus/deficit)		3,338.75	6,238.75	(5,547.23)	(891.52)	-	-	-
Closing Capital Balance (surplus/deficit)		3,338.75	6,238.75	(5,547.23)	(891.52)	-	-	-

- Community focussed extended school activities spend is to be coded to E31 & E32 and must match the income on I16 & I17.

### COMPLETING THE YEAR-END WORKBOOK

- The final year-end workbook will be uploaded to the school noticeboard by 2 April 2025
- A final cash sheet will be uploaded to the school noticeboard by 2 April 2025

Click on the tab called 'CFR Return' and **select your school from the drop-down menu in cell C2**. At this point, all other relevant tabs will be updated with your school's name and DfE no.

### Accruals tab

- Go to the Accruals tab. We are working with BCC departments that procure services on behalf of schools to obtain details of corporate accruals. This information will be pre-populated on the accruals tab and individual schools will therefore not need to add this accrual to the workbook. These will include service such as **Free School Meals, Insurance and the Apprentice Levy, Agency Staff, Energy, Waste Management and Capital Projects**. Pre-populated accruals will be in the line shaded grey.

Schools can add their own accruals. Complete the accrual tab ensuring the data is accurate and the CFR code is correct. All accruals must be net of VAT and each accrual must be accompanied by an invoice(s) or clear estimates

When completing the accruals tab, you start on the row shaded yellow. Start from the left-hand side filling in all cells.

- Select 'Type' of accrual from the drop-down list - 'Creditor', 'Debtor', 'Payment in advance' or 'Income in Advance' under column A.
- Select whether the accrual is 'BCC' or 'non-BCC' under column B.
- Select CFR code - Based on the option selected under column A – 'Type' you will have certain CFR codes to choose from under column E. Select the correct CFR code from the drop-down list.
- Fill in the name of supplier and provide a description of the accrual under column H.
- Backup invoice(S) or estimates must include the same reference number as in column O.

- 6) Some accruals will require a CPID. "CPID" in the context of Whole of Government Accounts (WGA) refers to the "Counterparty Identified" list. This list is used to identify and match transactions between different public sector entities to ensure accurate and complete financial reporting. Select the correct CPID from the tab called 'CPIDs' in column L.
- 7) If applicable, select a Related Party reference number from the drop down in column 'M'. The tab 'RELPTY (Related Parties)' provide more detail on these reference numbers. In the context of WGA, related parties refer to entities or individuals that have control, joint control, or significant influence over another entity, or are members of the same group. This includes transactions between government departments, agencies, and other public sector bodies.

Select Type	BCC or Non BCC		CFR Code	Amount ext. VAT (Positive Values)	Name of supplier, BCC service or BCC school (Max 50 Characters) Do not use punctuation	Description (Max 50 Characters) Do not use punctuation	Type of Creditor (Income in Advance)	Type of Debtor (Payment in Advance)	CFR required	CFI (if req)
Creditors	BCC	Creditors BCC	KEEP FOR BBC ACCRUALS	E28a	-	Birmingham City Council	Works carried out by BCL	FY00 - Internal creditors		
Creditors	BCC	Creditors BCC	KEEP FOR BBC ACCRUALS	E28a	-	Birmingham City Council	Provision of Occupational Health Services March 2025	FY00 - Internal creditors		
Creditors	BCC	Creditors BCC	KEEP FOR BBC ACCRUALS	E28	-	Birmingham City Council	HR Services including Job adverts	FY00 - Internal creditors		
Debtors	BCC	Debtors BCC	KEEP FOR BBC ACCRUALS	E28b	-	Birmingham City Council	Facility Time re-embursement for rail costs		CP08 - Current Debtors-Internal BCC	
Debtors	BCC	Debtors BCC	KEEP FOR BBC ACCRUALS	E28b	541.38	Birmingham City Council	Interest owed on Schools Balances		CP08 - Current Debtors-Internal BCC	
Creditors	BCC	Creditors BCC	KEEP FOR BBC ACCRUALS	E28b	-	Birmingham City Council	PFI Waste/Electricity/Waste Management Residues 2004-25	FY00 - Internal creditors		
Creditors	BCC	Creditors BCC	KEEP FOR BBC ACCRUALS	E25	-	Birmingham City Council	City Serve will be populated post submission	FY00 - Internal creditors		

**CFR Return tab**

- Return to the CFR tab
- **The CFR Return is on lines 9 to 128**
- **The balance sheet is on lines 132 to 192**
- Columns D, H, I, K, P, Q and S in the CFR return will be pre-populated or formulated
- Column P will pick up figures from the accruals tab
- **You will only populate the yellow columns, J and Q on the CFR**
- Enter data as per school's closing CFR report. Notes can be added in column U if you wish to do so.

		2023-24 Oftens (£)	LA - Cash Sheet YTD	LA Non Cash Sheet	Net LA - YTD	2024-25 Actual Year to Date Position (Excluding Accruals) (£)	Accruals	2024-25 Actual Year to Date Position (inc Accruals) (£)	% Actual compared to Total Explic.	Notes (Optional)
<b>REVENUE ACCOUNTS:</b>										
Opening Revenue Balance (surplus/deficit)		12,891				(76,991)		(76,991)		
	Income (revenue)									
81	Funds delegated by the local authority (LA)	3,665,791.88	4,144,882.78	-		4,144,062.78	-	4,144,062.78	88%	
82	Funding for sixth form students	-	-	-		-	-	-	0%	
83	High needs top-up funding	131,547.58	144,890.38	-		144,968.30	-	144,968.30	3%	
84	Funding for minority ethnic pupils	-	-	-		-	-	-	0%	
85	Passel Premium	111,545.08	121,230.00	-		121,238.90	-	121,238.90	3%	
86	Other government grants	8,439.38	5,455.93	-		5,458.83	-	5,458.83	0%	
87	Other grants and payments received	-	-	-		-	-	-	0%	
88a	Income from letting premises	-	-	-		-	-	-	0%	
88b	Other income from facilities and services	387,814.08	(173,824.21)			(170,824.21)	6,245.88	(168,778.21)	-4%	
89	Income from catering	-	-	2,295.49		2,295.49	-	2,295.49	0%	
110	Receipts from supply teacher insurance claims	-	-	-		-	-	-	0%	
111	Receipts from other insurance claims	-	-	-		-	-	-	0%	
112	Income from contributions to visits	573,708.08	302,489.91			352,488.81	-	352,488.81	6%	
113	Donations and/or voluntary funds	-	-	-		-	-	-	0%	
115	Passel focused embedded school funding or grants	-	-	-		-	-	-	0%	
116C	Income from the COVID-19 catch-up	7,875.83	1,780.83			1,788.83	-	1,788.83	0%	
116D	Income from other additional grants	182,257.08	174,833.08			174,033.80	-	174,033.80	4%	
<b>Total Income (revenue)</b>		<b>5,067,879.08</b>	<b>4,591,583.94</b>	<b>126,770.19</b>		<b>4,721,264.83</b>	<b>4,245.88</b>	<b>4,727,510.71</b>		

The column H should reflect the final March cash sheet

For Example, see the table below

<b>Totals PER CFR</b>		
Funds delegated by the local authority (LA)	I01	4,144,062.78
Funding for sixth form students	I02	-
High needs top-up funding	I03	144,950.30
Pupil Premium	I05	121,230.00
Other government grants	I06	5,456.93
Mayor's Universal Free School Meals	I07	-
Income from the DfE grant scheme for reimbursing exceptional	I18B	-
income from the COVID-19 catch-up	I18C	1,780.83
Income from other additional grants	I18D	174,033.00
Capital Income	CI01	12,679.38
Various Staffing expenditure CFR (Salaries)	E01 - E07	-
Payslip charges	E08	-
Professional Services Not PFI	E16	-
NNDR	E17	(33,389.80)
Other insurance premiums(RPA)	E23	(24,312.75)
Professional Services PFI	E28b	-
Bought-in professional services - curriculum(De-Delegation)	E27	(20,682.75)

### Balance Sheet

- Please ensure you complete the correct workbook for either chequebook school or EPA and non-chequebook school.

### All schools

- Completing the balance sheet. **NOTE:** Where schools have more than one bank account, the main account must be added to column I. All other accounts are to be added to column P however rather than consolidated figure, each account's balance as per the statement needs to be shown as a formula. E.G.

If you have three accounts and the balances as per the statements are £12,000, £950, £500, please enter these in cell P133 for the main account balances and Q133 as =950+500.

This is so that when BCC is checking the balance sheet, any errors can be identified quickly. Complete the remaining yellow cells in the columns P and R.

- **If there is a difference in cell Q175, this will need to be resolved prior to submission. This is one of the most important checks as it ensures that the reported CFR position reconciles to the bank reconciliation. There should be £0 difference in your submitted return.**

### EPA and Non-Chequebook Schools

- There is an additional section at the bottom of the CFR Return which is only applicable to EPA and non-chequebook schools. It relates to pseudo cash which will be prepopulated from the CFR. However, if you have a bank account then you will need to complete the balance sheet, but the pseudo cash section self-populates from the information you add to the CFR and the balance sheet.

### Possible differences between the CFR and bank reconciliation

- VAT – ensure previous monthly VAT reimbursements are correct by comparing them against claims made. Also, scan the systems for any transactions outside the accounting period range (i.e. anything prior to 1 April 2024 and anything after 31 March 2025). If any VAT errors are present, make necessary corrections and amend your March VAT claim to include the difference.

## ESTABLISHMENT

As part of the annual closure of accounts and compilation of the Statement of Accounts, BCC must report certain information on the schools staffing and establishment numbers and costs. In the year-end workbook, see the tab 'Establishment'.

- Provide full time equivalent (FTE) and cost under the relevant costs bandings for both teaching and non-teaching staff as at 31 March 2025.
- FTE information should be based on the headcount and not vacant positions.
- Cost information should be taken from your payroll reports for the period April 2024 to 31 March 2025

## USE OF RESOURCES

As part of our statutory financial reporting, BCC needs to establish the use of both revenue and capital schools reserves. If your school has a surplus balance at the end of 2024/25, please complete the 'Use of Reserve' tab. Provide details of commitments that have been agreed against schools balances. Lines 9 and 10 will self-populate from the CFR tab.

Select the 'Fund Type' in column A, either revenue or capital, and the in the other columns, provide a short description of the project, the amount committed, details of a provider/supplier in known and the expected dates of delivery/works to be carried out.

BCC will monitor actual spend against these commitments. Accumulation of reserves and a commitment to spend should be driven by your school development plan.

## BCC CHECKS

Once you have submitted your year-end workbook, BCC Schools Finance will undertake necessary checks to ensure the worksheets are accurate and will contact schools if any further information is required. **Please complete the checklist before submission**, this should limit the number of queries raised by Schools Finance Team.

Completed workbooks can be submitted prior to the deadline and early submission will be welcomed.

**Submitting Returns – Email all the documents below to [schoolsfinance@birmingham.gov.uk](mailto:schoolsfinance@birmingham.gov.uk) by 9 April 2025**

- When emailing BCC in relation to year-end, the subject of the email should be  
**Year End - DFE Number - School Name**
- The completed and electronically signed excel workbook
- Scanned copy of the last bank reconciliation together with a list of unreconciled transactions
- March VAT returns
- Evidence for any accruals

A final cash sheet is produced on 2 April 2025 which must be used to complete the year-end workbook.

Daily drop-in sessions will be arranged every morning between 2 April and 9 April for schools. These sessions should be used for assistance, queries and questions. Please ensure you attend as necessary. [Join the meeting](#)

Queries received after the submission deadline may not be picked up and could result in schools year-end accounts being incorrect.