

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

**Letter of Assurance for the 2017/18 Year End Accounts Process**

**Section A:**

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 attached 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 of the accounts by the 5th April 2018. 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 the 5th April 2018.

**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 31<sup>st</sup> May 2017 and state clearly the school name in the subject box with subject "Reassurance Return".

Thank you for your co-operation.