

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

1st May 2018

Dear Colleague,

**FULL CHEQUE BOOK SCHOOLS INSTALMENTS AND FINANCIAL
REPORTING REQUIREMENTS 2018/2019**

I attach details of the calculation of total cash advances for your school for the financial year 2018/2019 together with schedules of monthly advances, dates for payment into your school bank account and timetable for submission of financial returns.

CASH ADVANCES

The total cash advance represents the school budget share notified in Birmingham Schools' Section 251 Budget Statement.

The interest deduction has been calculated in accordance with Birmingham's Approved Fair Funding Scheme for Financing Schools (section 3), based on the City Councils estimated interest rate of 0.34141% for 2018/19. This equates to a deduction of 0.0089% for schools receiving 12 equal instalments.

Monthly advances will be paid into your school bank account by the 20th of each month. The schedule has been adjusted for weekends and public holidays. However, it does not reflect any early payment of salaries for December 2018 or January 2019. Any school's making an early payment for these months should notify FullCBSMailbox@birmingham.gov.uk, when final dates are known, and the payment date will be adjusted accordingly.

For the 2018/19 financial year the S251 NNDR Rates and Insurance charge have been deducted from the calculation of advances and will be made in 12 equal monthly instalments (unless there are other in year adjustments). Journals can done as a whole year charge against the Rates code J260, Insurance code J600 (if not covered by Birmingham City Council (BCC)'s insurance scheme) or RCT0 (internal charge code if covered by BCC insurance scheme), and a credit against SBS Instalments (X500). For example,

If the rates charge per annum is £50k, then journal should be:

DR J260 £50k
CR X500 £50k

FINANCIAL INFORMATION AND RETURNS

All monthly and termly financial information and returns to be submitted are detailed in Birmingham's Approved Fair Funding Scheme for Financing Schools (sections 2 and 3).

The timetable for monthly returns (attached on Instalment Schedule) reflects the City Councils General Ledger (VOYAGER) period end dates and all reports should be sent to your contact officer (list attached to Instalment Schedule) to the email address shown below by the specified date.

Please ensure that:

- all financial returns reflect only expenditure relating to the school's delegated budget and devolved funding as detailed in section 3 of the Fair Funding Scheme
- copies of bank statements are submitted for all public fund accounts, together with unreconciled bank items and School System Bank Balances.

The first report, due to be submitted by the 31st May 2018, is the Budget Plan for 2018/19 approved by the Governing Body. This report should be submitted to Sue Beer, Schools Financial Services at

Sue Beer
Schools Financial Services
3rd Floor, 10 Woodcock St
PO Box 16421
Birmingham
B2 2ZA

The second termly report, due to be submitted by 12th July 2018, is the Annex B (Income and Expenditure to 30th June 2018), and Annex C (Cashflow). These reports should be emailed to FullCBSMailbox@birmingham.gov.uk. A further Annex B and C is required to be completed as at 31st December 2018 and submitted by 14th January 2019.

YEAR END CLOSEDOWN FINANCIAL RETURNS 2018/19

To enable the City Council to meet statutory obligations, the deadline for closure of accounts across the whole of City Council has been set as mid-April to ensure compliance with the regulations, which requires cheque book schools to submit accounts in the first week in April. In general cheque book schools have met the deadline. However, the timetable is tight every year, for 2018/19 closedown, the proposed completion & submission date of the accounts is **Thursday 4th April 2019**.

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:

- 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 2019. Responsibility for ensuring completion and compliance with the deadlines lie 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 **Thursday 4th April 2019**.

To this end, the attached Letter of Assurance (to be signed by the Head teacher) needs to be scanned and returned by 31st May 2018. If the school have any issues or concerns, these must be outlined in the section under Section B.

Can I also remind schools that the completion of the year end workbooks and return of these to the LA is the responsibility of the school and that this cannot be delegated to a third party financial services provider.

If you have any queries regarding this letter please email:
FullCBSMailbox@birmingham.gov.uk

Yours sincerely



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Head of City Finance - Education
Directorate for People

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