

Closure of Accounts for Schools

Financial Year 2010-11



- **“Success depends upon previous preparation, and without such preparation there is sure to be failure.”**

Confucius; China's most famous teacher, philosopher, and political theorist, 551-479 BC

Issued by: -

Schools' Accountancy Section
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February 2011

Procedures for Closure of 2010-11 School Accounts

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[1] Introduction

Dear Colleague

I am required to close the Local Authority's (LA) formal accounts for schools by 30th April 2011. In order to achieve this it is necessary for you to adhere to the Timetable in *Appendix 1*. The aim of the Closedown programme is to produce a final Statement of School/LA Accounts that will formally identify your income and expenditure during 2010-11 and disclose your official capital and revenue balances carried forward into the new financial year. These instructions deal with each component part of the Closedown process and completed examples of key forms & documents are attached for illustration purposes.

Important points to note.....

1. You have been provided with a checklist at the end of this guidance as an aide memoire. It lists all of the requirements, their due dates and whether they are required by email or hard copy. (See appendix 8 at the end of these procedures)
2. Schools should inform Schools Accountancy by email of the LBB unpresented cheques when emailing in the year end returns. (See section 6)
3. If schools have any Internal Debtor items on the Internal Creditor/Debtor form please forward details of which borough department the debt is with, the value and a brief description on a separate piece of paper or written in the e-mail with the electronic version of the Internal Creditor/Debtor form.
4. **All schools will need to complete a Capital Expenditure Detail Form, even if the return is nil.** These details are required to update the record of Capital Assets held by the Council. (See section 8)

5. If your school received any capital grant from the LA except Devolved Formula Capital please note that the income must be recorded as a credit note against CE02, this will negate the expenditure and effectively remove it from your local accounts. This is to avoid double accounting as the LA record's these projects centrally.

To expedite the closedown process and ensure submission of your March and Year-end Returns before the end of term, all returns can be sent electronically using the E-Forms provided via the Funding and Finance website; <http://cms.barnet.lgfl.net/web/bgfl/funding-finance> (although some hard copy signed originals will need to follow in the post).

What can I do to prepare for Closure of Accounts?..... Several things: -

- Ensure salary monitoring is up to date and all queries notified to your Payroll provider
- Ensure only essential orders are raised after half term to reduce the amount of creditor entries needed
- Ascertain details of all supply staff being employed in March
- Ascertain details of all additional hours (teachers, Mealtime Supervisors, Admin, Learning Support Assistants & Welfare Staff) and overtime (caretaker) worked in March
- List details of all contract commitments
- Ensure you have reconciled your local accounts to the latest Statement of School / LA Accounts and notified any queries to the Schools Accountancy Section

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If you envisage a problem in being able to meet the deadlines set out in the timetable please contact me on 020 8359 7203. Instructions on RM Finance year-end routines will be emailed to all users who have purchased support from the School Support Service. Your co-operation in meeting the Authority's closedown deadlines is much appreciated.

Nick Adams
Schools Finance Services Manager

[2] Direct Revenue Financing of Capital

Schools using revenue resources to fund capital expenditure need to effect an accounting entry in their accounts *if* the capital works /acquisition (to which revenue resources have been allocated) have been completed by 31 March 2011, or have not been completed by 31 March but are imminent and the school is under contractual obligation in the new financial year i.e. a purchase order has been raised and sent to the supplier of the goods or service.

To achieve this, the school should debit revenue expenditure E30 and credit capital income code CI04 for the amount of capital spend that is to be financed by revenue resources. To avoid distorting the division of year-end balances this journal transfer must be completed by 31 March to be included on the school's March Posting Summary.

[3] Coding of Income

Before proceeding with your school's year end procedures please ensure that the income your school has received is in the correct CFR code. For example there is a split between;

- I01 – Funds delegated by the LA
- I02 – Funding for 6th form pupils and
- I03 – SEN funding.

If you are unsure of how your school's funding is split then the End Of Year (February 2011) funding statement, which can be found on the BGFL Finance & Funding web site, will be able to give you an accurate split; <http://cms.barnet.lgfl.net/web/bgfl/funding-finance>

You can then do a recoding of your schools income if necessary. This could also apply to your schools Standards Funds income;

- I04 – Funding for Minority Ethnic Pupils
- I05 – Standards Funds
- I14 - Schools Standards Grant and
- CI01 – Capital Funding.

[4] Cash Book Reconciliation

The most up to date E copy of the Cash Book Reconciliation for your school is available on the Barnet Grid For Learning (BGFL) Funding & Finance web site; <http://cms.barnet.lgfl.net/web/bgfl/funding-finance>

Its purpose is to ensure that all payments and receipts to / from your local bank account have been included on your Posting Summaries. The Cash Book Reconciliation includes data for April 2010 – January 2011. Please update it with your figures for February and March and ensure any variance is redressed by completing an adjusting Posting Summary or revised Bank Reconciliation. An example of a completed Cash Book Reconciliation is

Shown at Appendix 2. In order to extract your school's Cash Book Reconciliation from the Excel spreadsheet you will need to input your school's Department for Education (DfE) number in the top left hand corner of the spreadsheet.

Please contact Sydney Artoon (020 8359 7227) or Faz Saeed (020 8359 7228) if you have any queries on this area.

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[5] March Bank Statement

On behalf of all schools using the Council's contracted banker the LA will

request the Co-operative Bank to produce statements for the School Budget Share and Reserve Accounts to 22nd March 2011. These Statements should reach schools in sufficient time to enable the March Bank Reconciliation to be completed by Friday 1st April. **All schools must reconcile to the statement dated 22nd March. Any transactions which affect the bank after this date will be treated as unrepresented items to be reconciled in the New Year.**

Schools using their own (external) banker need to write to their Banking Provider requesting statements dated 22nd March which allows sufficient time for receipt, reconciliation and dispatch of year end returns to the LA by Friday 1st April.

[6] March Bank Reconciliation & Posting Summary

A bank reconciliation should be completed on receipt of the statement dated 22nd March.

*To enable the LA to eliminate 'Internal' debtors from its balance sheet, all schools are asked to highlight any unrepresented cheques that relate to payments drawn to LBB which are unrepresented as at the date of the March Bank Statement. Such unrepresented cheques should be highlighted on the hard copy of the printed bank reconciliation which is sent to the LA. **Schools should also inform Schools Accountancy of the LBB unrepresented cheques when emailing in the year end returns.***

Please ensure the net VAT expenditure for March is accounted for as 'Unrepresented Income' on your March Bank Reconciliation. Once the March Bank Reconciliation has been completed, the Period 12 Posting Summary should be produced.

It is imperative that your March Posting Summary and Bank Reconciliation are submitted to the Schools Accountancy Section by **Friday 1st April** using the relevant E-Forms.

[7] Year-end Creditors, Debtors, Receipts & Payments in Advance

The final accounts of the LA are prepared on an accruals basis. This means that goods & services received in 2010-11 which have not been paid for by the end of March need to be recorded as a creditor so that the expenditure is charged to the correct financial year.

Schools will need to make creditor adjustments so that income or expenditure outstanding at the end of March is accounted for in the correct financial year. To do this schools need to submit data to the LA which identifies, against each CFR Heading, the level of creditors & debtors at the end of March.

- Schools will need to make year-end adjustments for the following where relevant: -

Creditor – the value of any goods or service received by the school in financial year 2010-11 (irrespective of whether or not an invoice has been received) that will not be paid for until on or after 1st April 2011

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Debtor - the value of any income due to the school that relates to financial year 2010-11 that will not be received until on or after 1st April 2011 (e.g. school meals). **If schools have any Internal Debtor items on the Internal Creditor/Debtor form please forward details of which borough department the debt is with, the value and a brief description on a separate piece of paper or written in the e-mail with the electronic version of the Internal Creditor/Debtor form.**

Outstanding Governor donations are not debtors as there is no contractual obligation for the governors to make those donations to the school.

Receipt in Advance - the value of any income received by the school before 31 March 2011 that relates to events on or after 1 April 2011 (e.g. lettings or grant payments for an academic year)

Payments in Advance – the value of any payments made by the school before 31 March 2011 that relate to goods or services that will be received after 1 April 2011 (e.g. exam fees, equipment rentals)

Schools will be provided with a combined E-Form. For completion of Creditors / Debtors, Receipts in Advance & Payments in Advance for completion as follows: -

Internal Creditor/Debtor Schedule – on which to record all amounts owing to (and owed from) LA for goods and services provided by the Council (except timesheets for option A & C schools and option B & D schools with external payroll providers, these are to be recorded on the External Schedule).

External Creditor/Debtor Schedule – on which to record all amounts owing to (and owed from) external organisations

Internal Receipts and Payments in Advance - to record the value of any income received or payments made by the school from or to the LA before 31st March 2011 that relates to events on or after 1st April 2011. (E.g. grants that relate to an academic year, therefore the summer term would be received in advance or payments for training courses to be attended in the summer term).

External Receipts and Payments in Advance - to record the value of any income received or payments made by the school before 31 March 2011 that relate to events on or after 1st April 2011. (e.g. Grants for

Summer term projects, lettings, exam fees, photocopier rental)

In completing these schedules, aggregate the net value of all creditors, debtors, RIA & PIA etc. occurring against each CFR Heading, for example: -

- If the school has a Fuel Oil Creditor of £850 and a Gas Creditor of £750 it should record a net creditor total of £1,600 against the E16 Energy line on the *External* Creditor Schedule.
- If the school has four separate creditors for agency supply teachers of £300 each, it should record a creditor total of £1,200 against E26 Agency Supply Staff on the *External* Creditor Schedule.
- If the school has outstanding invoices for services provided by LBB e.g. Catering, Building Maintenance Help Desk, Insurance etc. then these should be recorded against the relevant CFR Heading on the *Internal* Creditor Schedule
- If the school has any money owing to it from the LA, this should be recorded on the *Internal* Creditor/Debtor form, though a brief description of these items are required including the borough department, value and description to match these items with the appropriate borough departments.

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- If the school has received income from parents for various school journeys/trips which relate to 2011/12 these should be aggregated and entered on the *External* RIA/PIA form as a RIA
- If the school has paid an annual contract for photocopying for the year 01/01/11-31/12/11 the cost should be calculated for the period 01/04/11-31/12/11. This apportionment relates to the new financial year, it should be entered onto the *External* RIA/PIA form as a PIA
- If the school has received any funding from the LA or paid any invoices to the LA which relate to 2011/12 then these should entered onto the *Internal* RIA/PIA form

Amounts *owing* to the school should be entered as minus figures. Amounts *owed* by the school should be entered as positive figures on the Creditor/Debtor forms; this is the reverse on the RIA/PIA forms. Examples of completed Creditor/Debtor & RIA/PIA E-forms are shown at *Appendix 3, 4, 5 & 6*

Notes

Children In Need Payments – Schools who receive *Children In Need* payments will receive unpaid amounts due in the new financial year. Any school/children's centre who usually receives CIN payments should raise a debtor for an estimated amount based on previous receipts.

Golden Hellos - If there are any *Golden Hello* grants due to be paid to schools, schools are asked to treat these as a cash value **in the next financial year**. Schools will receive the income once the Golden Hello is paid to the individual teacher making the net effect nil.

Standards Funds (SF's) 4th Quarter payment – schools are asked to check the BGFL Funding and Finance Website for the actual value of their final SF's payment for 2010-11 (including pence) and enter this amount as unrepresented income in the schools accounting system. <http://cms.barnet.lgfl.net/web/bgfl/funding-finance>

Depending on their Banking and Payroll arrangements, schools will need to note the following specific instructions concerning creditors relating to 2010-11

salaries & Wages: -

Option A & C schools: -

All standard salaries & wages for March will be automatically charged to your Delegated Budget via your Salaries Account. However you will need to refer to the final submission dates for claims regarding Supply, Additional Hours and Overtime etc. You should raise a year-end creditor for these items on the **External** creditor Schedule if the claims will miss the final submission dates set by LBB Payroll for processing in the old financial year.

Option B & D Schools: -

Schools who are invoiced from LBB Payroll – Record the value of any 2010-11 Salaries (where payment hasn't already been drawn and included on Posting Summaries) against the relevant CFR Heading on the **Internal** creditor schedule.

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Schools with external payroll providers: Record the value of any 2010-11 Payroll transactions (where payment hasn't already been drawn and included on Posting Summaries) against the relevant CFR Heading on the **External** creditor schedule

The E-Form for Year-end Creditors, Debtors, RIA & PIA will be available on the Finance and Funding page of the Barnet Grid for Learning website from Mid March.

[8] Capital Detail Form

All schools will need to complete a Capital Expenditure Detail Form, even if the return is nil. These details are required to update the record

of Capital Assets held by the Council.

The Capital Detail form needs to show all expenditure from CE01-CE04 showing the total spent on any given project and if the project is “complete” or “not complete”. If a school has started a project and will be processing a year end creditor for work to be completed in 2010-11 but not yet invoiced then this will need to be entered on the Capital Detail form with the total spent **including** the creditor as a “not complete” project.

If an income contribution to a capital project has come from the school’s revenue budget via Direct Revenue Financing (DRF) CFR codes E30 and C104 or via private income or fund raising it must still be entered onto the form for the full value of the project.

Schools will also be required to record how the capital expenditure in 2010-11 was funded. This is to enable the LA to report any unspent Devolved Formula Capital grant to the Department for Children Schools and Families.

A paper copy is not needed. An authorised copy must be kept in school for audit purposes.

An example of a completed form can be found Appendix 7.

[9] Transfer of Information to LA

The March Returns, Year-end Creditor, Debtor, RIA & PIA Schedules and the Capital Expenditure Detail Form should be returned to the LA via email to schools.accountancy@barnet.gov.uk by Friday 1st April 2011

You are asked to return the above information electronically via email as this method ensures no time delay between submission and receipt and allows the LA to automate the processing of some of the data. However schools experiencing difficulty with email can send manual returns by: -

- Fax 020 8359 7324
- Hand Deliver to Building 4 Reception, NLBP

Hard signed copies of your Year-end Creditors, Debtors, RIA & PIA Forms and March Bank Reconciliation including a copy of the Bank Statement with unpresented cheques & income (cheques made payable to LBB highlighted) are required asap and should be sent to the Schools Accountancy Section by Royal Mail or the Councils Courier Service.

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[10] Period 12 Statement of School / LA Accounts

A Statement of School/LA Accounts for Period 12 (March) will be available to you on the funding website by Wednesday 21st April; <http://cms.barnet.lgfl.net/web/bgfl/funding-finance> This will be a Provisional Outturn Report and any **errors or omissions must be notified to the Schools Accountancy Section by 5pm on Tuesday 3 May to ensure correction for Final Outturn.** A Statement of School/LA Accounts for Period 13 showing all corrections will be produced and published to the website by 13 May 2011.

[11] Final Outturn

Notification of Final Outturn for 2010-11 will be available on the BGFL Funding and Finance website by Friday 27 May; <http://cms.barnet.lgfl.net/web/bgfl/funding-finance> this will be in the form of a final Statement of School / LA Accounts together with an Outturn Summary which, if applicable, will identify any cash transfer due between your Budget Share and Salaries Accounts

Schools on Banking and Funding Option A are unable to increase the amount held in their Reserve Account to reflect their 2010-11 carry forward balance until they receive this notification.

Where the underspend balance of a School on Option A has increased from that brought forward from 2009-10, a payment may be made in June to compensate for the potential loss of interest to the Reserve Account between 1 April and 31 May.

[12] Consistent Financial Reporting (CFR)

In July the LA will submit the statutory CFR Data Return to the DCSF showing income and expenditure for all Barnet Schools in 2010-11 analysed against the national framework headings. However the data return requires a breakdown of balances held as at 31.03.11 and in view of this schools will be sent a simple pro-forma to complete and return to show the division of their total revenue and total capital balances as follows: -

The composition of the schools *total revenue balance* between,

- B01 – Committed Revenue Balance
- B02 – Uncommitted Revenue Balance
- B06 – Community Focussed School Balance

The composition of the *schools total capital balance* between,

- B03 – Devolved Formula Capital (DFC) Balance
- B05 - Other Capital Balances

A copy of every schools CFR pro-forma form to be completed will also be available on the BGFL Funding and Finance website; <http://cms.barnet.lgfl.net/web/bgfl/funding-finance>

B01 – Committed Revenue Balance is taken to mean items for which written and authorised purchase orders were placed in the previous

financial year and for which the goods/service had not been received by 31 March 2011; together with any unspent Standards Fund revenue grant to be spent by 31 August 2011.

B06 – Extended School Balance is I16 Extended school Community Focussed funding/grant + I17 Community Focussed School facilities income – E31 Community Focussed School staff – E32 Community Focussed School other costs. Plus/minus any brought forward balance from 2010-11

Please contact the Schools Accountancy Section on 020 8359 7223, 7228 or 7225 for further clarification of these notes or if you envisage any difficulty in complying with these deadlines

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Appendix 1

Timetable for Closure of Accounts For Schools Financial Year 2010-11

| Activity No. | Date | Who? | Action |
|-----------------|--------------------|---|--|
| 1 | Friday 25 March | All schools with external bankers | <p>Write to Bank requesting statements to be prepared as at close of business on Tuesday 22nd March 2011</p> <p><i>[LA will write to Co-Operative Bank for all schools in the Corporate Banking Contract]</i></p> |
| 2 | Friday 18 March | Participating Schools | Final Date for Submission of claims for Long Term Sickness and Maternity Leave to Schools Support Section |
| 3 | Friday 1 April | All Schools | <ul style="list-style-type: none"> • Complete March Bank Reconciliation • Complete March Posting Summary • Complete Creditor, Debtor, RIA & PIA Schedules • Complete Capital Expenditure Detail Form <p>Submit all to Schools Accountancy Section</p> |

School Spring Holiday: Friday 8th April – Tuesday 26th April

| | | | |
|---|--|---|--|
| 4 | <ul style="list-style-type: none"> • y | <ul style="list-style-type: none"> • Schools Accountancy Section | Publish to the funding website Period 12 (March) Statement of School / LA Accounts. This will also act as a Provisional Outturn Report |
| 5 | By Tuesday 3 May | All Schools | Final date for reporting queries on Statement of School / LA Accounts to the Schools Accountancy Section |
| 6 | <ul style="list-style-type: none"> • y • Friday 13 May | <ul style="list-style-type: none"> • Schools Accountancy Section | Accounts Close. Final Outturn Position compiled, Period 13 Reports Produced |
| 7 | <ul style="list-style-type: none"> • y • Friday • 7 May | <ul style="list-style-type: none"> • Schools Accountancy Section | Final Outturn Reports and Outturn Statement published to funding website including CFR balance forms |
| 8 | <ul style="list-style-type: none"> • y Friday • 10 June | All Schools | Deadline for return of Information on Breakdown of CFR Balances |

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Appendix 2

Example of Cashbook Reconciliation

Example LBB Internal Creditors & Debtors Schedule

| | | | | | | |
|---|--|--|--------------------|---|-------------------------------|--------------------|
| 10130 | Input your 5 Digit Cost Centre (see Sheet 2) | Example Summary of <i>Internal</i> LBB Creditors & Debtors Schedule | | | | |
| | | As at 31 March 200X | | | | |
| | | Cost Centre | CFR Code | Income / Expenditure Heading | Amount £ - / + | |
| | | 10130 | I03 | SEN Funding | 0 | |
| | | 10130 | I06 | Other Government Grants | 0 | |
| | | 10130 | I07 | Other Grants and Payments | 0 | |
| | | 10130 | I08 | Income from Facilities and Services | 0 | |
| | | 10130 | I09 | Income from Catering | -500 | |
| | | 10130 | I10 | Supply Teacher Insurance Claims | 0 | |
| | | 10130 | I11 | Receipts from Other Insurance Claims | 0 | |
| | | 10130 | I12 | Income from Contributions | 0 | |
| | | 10130 | I13 | Income from Donations / Voluntary Funds | 0 | |
| | | 10130 | I15 | Extended School Funding Pupil Focussed | 0 | |
| | | 10130 | I16 | Extended School Funding Community Focussed | 0 | |
| | | 10130 | I17 | Ext schl Com Focussed - Other Income | 0 | |
| | | 10130 | E01 | Teaching Staff | 34,500 | |
| | | 10130 | E02 | Supply Staff (employed by the School) | 0 | |
| | | 10130 | E03 | Education Support Staff | 5,650 | |
| | | 10130 | E04 | Premises Staff | 1,120 | |
| | | 10130 | E05 | Admin & Clerical Staff | 2,060 | |
| | | 10130 | E06 | Catering Staff | 0 | |
| | | 10130 | E07 | Cost of Other Staff | 980 | |
| | | 10130 | E08 | Indirect Employee Expenses | 0 | |
| | | 10130 | E09 | Staff Development & Training | 0 | |
| | | 10130 | E10 | Supply Teacher Insurance | 0 | |
| | | 10130 | E11 | Staff Related Insurance | 0 | |
| | | 10130 | E12 | Building Maintenance & Improvement | 600 | |
| | | 10130 | E13 | Grounds Maintenance & Improvement | 0 | |
| | | 10130 | E14 | Cleaning & Caretaking | 0 | |
| | | 10130 | E16 | Energy | 0 | |
| | | 10130 | E17 | Rates | 0 | |
| | | 10130 | E18 | Other Occupation Costs | 0 | |
| | | 10130 | E19 | Learning Resources | 0 | |
| | | 10130 | E20 | ICT Learning Resources | 0 | |
| | | 10130 | E22 | Administrative Supplies | 0 | |
| | | 10130 | E23 | Other Insurance Premiums | 0 | |
| | | 10130 | E24 | Special Facilities | 0 | |
| | | 10130 | E25 | Catering Supplies | 0 | |
| | | 10130 | E27 | Brought in Professional Services - Curriculum | 1,800 | |
| | | 10130 | E28 | Brought in Professional Services - Other | 700 | |
| | | 10130 | E29 | Loan Interest | 0 | |
| | | 10130 | CE01 | Acquisition of Land & Buildings | 0 | |
| | | 10130 | CE02 | New Construction, Conversion & Renovation | 0 | |
| | | 10130 | CE03 | Vehicles, Plant, Equipment & Machinery | 0 | |
| | | 10130 | CE04 | ICT Capital | 0 | |
| | | Net Year-End Creditors / (Debtors) | | | 46,910 | |
| **All entries should be net of VAT, above £100 and rounded to the nearest £1 | | | | | | |
| Enter Name of School | | Prepared By | | Authorised by | | |
| Westmill JMI | | Name | Susan South | | Name | Nigel North |
| | | Signature | <i>Susan South</i> | | Signature | <i>Nigel North</i> |
| | | Date | 01.04.20XX | | Date | 01.04.20XX |

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Appendix 4

**Example LBB Internal Receipts/Payments in
Advance Schedule**

99999 Input your 5 Digit Cost Centre (see Front Sheet)

**Example Summary of *Internal* LBB Receipts/Payments in advance Schedule
As at 31 March 20XX**

| Cost Centre | CFR Code | Income / Expenditure Heading | Amount £ -/+ |
|-----------------------------|----------|---|--------------------|
| 99999 | I01 | Funds Delegated by LA | 0 |
| 99999 | I02 | Funding for 6th Form Students | 0 |
| 99999 | I03 | SEN Funding | 0 |
| 99999 | I06 | Other Government Grants | 0 |
| 99999 | I07 | Other Grants and Payments | 0 |
| 99999 | I08 | Income from Facilities and Services | 0 |
| 99999 | I09 | Income from Catering | 0 |
| 99999 | I10 | Supply Teacher Insurance Claims | 0 |
| 99999 | I11 | Receipts from Other Insurance Claims | 0 |
| 99999 | I12 | Income from Contributions | 0 |
| 99999 | I13 | Income from Donations / Voluntary Funds | 0 |
| 99999 | I15 | Extended School Funding Pupil Focussed | 0 |
| 99999 | I16 | Extended School Funding Community Focussed | 0 |
| 99999 | I17 | Ext schl Com Focussed - Other Income | 0 |
| 99999 | E01 | Teaching Staff | 0 |
| 99999 | E02 | Supply Staff (employed by the School) | 0 |
| 99999 | E03 | Education Support Staff | 0 |
| 99999 | E04 | Premises Staff | 0 |
| 99999 | E05 | Admin & Clerical Staff | 0 |
| 99999 | E06 | Catering Staff | 0 |
| 99999 | E07 | Cost of Other Staff | 0 |
| 99999 | E08 | Indirect Employee Expenses | 0 |
| 99999 | E09 | Staff Development & Training | -200 |
| 99999 | E10 | Supply Teacher Insurance | 0 |
| 99999 | E11 | Staff Related Insurance | 0 |
| 99999 | E12 | Building Maintenance & Improvement | 0 |
| 99999 | E13 | Grounds Maintenance & Improvement | 0 |
| 99999 | E14 | Cleaning & Caretaking | 0 |
| 99999 | E16 | Energy | 0 |
| 99999 | E17 | Rates | 0 |
| 99999 | E18 | Other Occupation Costs | 0 |
| 99999 | E19 | Learning Resources | 0 |
| 99999 | E20 | ICT Learning Resources | 0 |
| 99999 | E22 | Administrative Supplies | 0 |
| 99999 | E23 | Other Insurance Premiums | 0 |
| 99999 | E24 | Special Facilities | 0 |
| 99999 | E25 | Catering Supplies | 0 |
| 99999 | E27 | Brought in Professional Services - Curriculum | 0 |
| 99999 | E28 | Brought in Professional Services - Other | 0 |
| 99999 | E29 | Loan Interest | 0 |
| 99999 | CI01 | Capital Income | 0 |
| 99999 | CE01 | Acquisition of Land & Buildings | 0 |
| 99999 | CE02 | New Construction, Conversion & Renovation | 0 |
| 99999 | CE03 | Vehicles, Plant, Equipment & Machinery | 0 |
| 99999 | CE04 | ICT Capital | 0 |
| Net Year-End RIA/PIA | | | -200 |

****All entries should be net of VAT, above £100 and rounded to the nearest £1**

| | | | | |
|----------------------|-------------|--------------------|---------------|--------------------|
| Enter Name of School | Prepared By | | Authorised by | |
| | Name | Susan South | Name | Nigel North |
| | Signature | <i>Susan South</i> | Signature | <i>Nigel North</i> |
| | Date | 01.04.20XX | Date | 01.04.20XX |

Example External Creditors & Debtors Schedule

10999

Input your 5 Digit
Cost Centre
(see Sheet 2)**External Creditors & Debtors Schedule**

As at 31 March 20XX

| Cost Centre | CFR Code | Income / Expenditure Heading | Amount £ |
|---|----------|---|-------------|
| | | | - / + |
| 10999 | I03 | SEN Funding | 0 |
| 10999 | I06 | Other Government Grants | 0 |
| 10999 | I07 | Other Grants and Payments | -1,000 |
| 10999 | I08 | Income from Facilities and Services | 0 |
| 10999 | I09 | Income from Catering | 0 |
| 10999 | I10 | Supply Teacher Insurance Claims | 0 |
| 10999 | I11 | Receipts from Other Insurance Claims | -1,500 |
| 10999 | I12 | Income from Contributions | -500 |
| 10999 | I13 | Income from Donations / Voluntary Funds | 0 |
| 10999 | I15 | Extended School Funding Pupil Focussed | 0 |
| 10999 | I16 | Extended School Funding Community Focussed | 0 |
| 10999 | I17 | Ext schl Com Focussed - Other Income | 0 |
| 10999 | E01 | Teaching Staff | 0 |
| 10999 | E02 | Supply Staff (employed by the School) | 0 |
| 10999 | E03 | Education Support Staff | 0 |
| 10999 | E04 | Premises Staff | 0 |
| 10999 | E05 | Admin & Clerical Staff | 0 |
| 10999 | E06 | Catering Staff | 0 |
| 10999 | E07 | Cost of Other Staff | 0 |
| 10999 | E08 | Indirect Employee Expenses | 0 |
| 10999 | E09 | Staff Development & Training | 0 |
| 10999 | E10 | Supply Teacher Insurance | 0 |
| 10999 | E11 | Staff Related Insurance | 0 |
| 10999 | E12 | Building Maintenance & Improvement | 500 |
| 10999 | E13 | Grounds Maintenance & Improvement | 0 |
| 10999 | E14 | Cleaning & Caretaking | 0 |
| 10999 | E15 | Water & Sewerage | 0 |
| 10999 | E16 | Energy | 0 |
| 10999 | E17 | Rates | 0 |
| 10999 | E18 | Other Occupation Costs | 0 |
| 10999 | E19 | Learning Resources | 1,000 |
| 10999 | E20 | ICT Learning Resources | 0 |
| 10999 | E21 | Exam Fees | 0 |
| 10999 | E22 | Administrative Supplies | 200 |
| 10999 | E23 | Other Insurance Premiums | 0 |
| 10999 | E24 | Special Facilities | 0 |
| 10999 | E25 | Catering Supplies | 4,000 |
| 10999 | E26 | Agency Supply Teachers | 1,000 |
| 10999 | E27 | Brought in Professional Services - Curriculum | 0 |
| 10999 | E28 | Brought in Professional Services - Other | 0 |
| 10999 | E29 | Loan Interest | 0 |
| 10999 | E31 | Extended School Staff | 0 |
| 10999 | E32 | Com Ext School - Other Costs | 0 |
| 10999 | CI03 | Voluntary / Private Capital Income | 0 |
| 10999 | CE01 | Acquisition of Land & Buildings | 0 |
| 10999 | CE02 | New Construction, Conversion & Renovation | 5,000 |
| 10999 | CE03 | Vehicles, Plant, Equipment & Machinery | 0 |
| 10999 | CE04 | ICT Capital | 0 |
| Net Year-End Creditors / (Debtors) | | | 8,700 |

****All entries should be net of VAT, above £100 and rounded to the nearest £1**

Enter Name of School

Prepared By

Authorised by

Westrhill JMI

Name Susan South

Name Nigel North

Signature *Susan South*Signature *Nigel North*

Date 01.04.20XX

Date 01.04.20XX

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Appendix 6

Example External Receipts/Payments in Advance Schedule

99999 Input your 5 Digit Cost Centre (see Front Sheet)

**Example External Receipts & Payments in Advance Schedule
As at 31 March 20XX**

| Cost Centre | CFR Code | Income / Expenditure Heading | Amount £ - / + |
|-----------------------------|----------|---|----------------------|
| 99999 | I01 | Funds Delegated by LA | 0 |
| 99999 | I02 | Funding for 6th Form Students | 0 |
| 99999 | I03 | SEN Funding | 0 |
| 99999 | I06 | Other Government Grants | 5,000 |
| 99999 | I07 | Other Grants and Payments | 9,000 |
| 99999 | I08 | Income from Facilities and Services | 0 |
| 99999 | I09 | Income from Catering | 0 |
| 99999 | I10 | Supply Teacher Insurance Claims | 0 |
| 99999 | I11 | Receipts from Other Insurance Claims | 0 |
| 99999 | I12 | Income from Contributions | 0 |
| 99999 | I13 | Income from Donations / Voluntary Funds | 0 |
| 99999 | I15 | Extended School Funding Pupil Focussed | 0 |
| 99999 | I16 | Extended School Funding Community Focussed | 0 |
| 99999 | I17 | Ext schl Com Focussed - Other Income | 0 |
| 99999 | E01 | Teaching Staff | 0 |
| 99999 | E02 | Supply Staff (employed by the School) | 0 |
| 99999 | E03 | Education Support Staff | 0 |
| 99999 | E04 | Premises Staff | 0 |
| 99999 | E05 | Admin & Clerical Staff | 0 |
| 99999 | E06 | Catering Staff | 0 |
| 99999 | E07 | Cost of Other Staff | 0 |
| 99999 | E08 | Indirect Employee Expenses | 0 |
| 99999 | E09 | Staff Development & Training | 0 |
| 99999 | E10 | Supply Teacher Insurance | 0 |
| 99999 | E11 | Staff Related Insurance | 0 |
| 99999 | E12 | Building Maintenance & Improvement | 0 |
| 99999 | E13 | Grounds Maintenance & Improvement | 0 |
| 99999 | E14 | Cleaning & Caretaking | 0 |
| 99999 | E15 | Water & Sewerage | 0 |
| 99999 | E16 | Energy | -500 |
| 99999 | E17 | Rates | 0 |
| 99999 | E18 | Other Occupation Costs | 0 |
| 99999 | E19 | Learning Resources | -3,000 |
| 99999 | E20 | ICT Learning Resources | 0 |
| 99999 | E21 | Exam Fees | 0 |
| 99999 | E22 | Administrative Supplies | 0 |
| 99999 | E23 | Other Insurance Premiums | 0 |
| 99999 | E24 | Special Facilities | 0 |
| 99999 | E25 | Catering Supplies | 0 |
| 99999 | E26 | Agency Supply Teachers | 0 |
| 99999 | E27 | Brought in Professional Services - Curriculum | 0 |
| 99999 | E28 | Brought in Professional Services - Other | 0 |
| 99999 | E29 | Loan Interest | 0 |
| 99999 | E31 | Extended School Staff | 0 |
| 99999 | E32 | Com Ext School - Other Costs | 0 |
| 99999 | CD1 | Capital Income | 0 |
| 99999 | CI03 | Voluntary / Private Capital Income | 0 |
| 99999 | CE01 | Acquisition of Land & Buildings | 0 |
| 99999 | CE02 | New Construction, Conversion & Renovation | 0 |
| 99999 | CE03 | Vehicles, Plant, Equipment & Machinery | 0 |
| 99999 | CE04 | ICT Capital | 0 |
| Net Year-End RIA/PIA | | | 10,500 |

****All entries should be net of VAT, above £100 and rounded to the nearest £1**

| Enter Name of School | Prepared By | | Authorised by | |
|----------------------|-------------|--------------------|---------------|--------------------|
| Westmill JMI | Name | Susan South | Name | Nigel North |
| | Signature | <i>Susan South</i> | Signature | <i>Nigel North</i> |
| | Date | 01.04.20XX | Date | 01.04.20XX |

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Example of Capital Detail Form

| Capital Expenditure & Funding 2010/11 - Details | | | |
|--|--|---------------|--|
| Please choose your school | | | |
| Expenditure | | | |
| <i>Where expenditure is recorded please provide details of the acquisition</i> | | | |
| | Amount £'s | Description | Work Complete/Incomplete ? |
| CE01 Acquisition of land & existing buildings | £0 | Project 1 - | |
| CE01 Total | £0 | | |
| Does the total spent on CE01 and the projects for CE01 balance? | | | |
| | True | | |
| <i>Where expenditure is recorded please provide details of the work carried out and to which building</i> | | | |
| CE02 New Construction, conversion & renovation | £0 | Project 1 - | |
| CE02 Total | £0 | | |
| | £0 | Project 2 - | |
| | £0 | Project 3 - | |
| | £0 | Project 4 - | |
| | £0 | Project 5 - | |
| | £0 | Project 6 - | |
| Does the total spent on CE02 and the projects for CE02 balance? | | | |
| | True | | |
| <i>Where expenditure is recorded please provide details of the asset purchased</i> | | | |
| CE03 Vehicles, equipment & machinery | £0 | Project 1 - | |
| CE03 Total | £0 | | |
| | £0 | Project 2 - | |
| | £0 | Project 3 - | |
| Does the total spent on CE03 and the projects for CE03 balance? | | | |
| | True | | |
| <i>Where expenditure is recorded please provide details of the ICT equipment purchased</i> | | | |
| CE04 Capital ICT | £0 | Project 1 - | |
| CE04 Total | £0 | | |
| | £0 | Project 2 - | |
| | £0 | Project 3 - | |
| Does the total spent on CE04 and the projects for CE04 balance? | | | |
| | True | | |
| Funded by | | | |
| <i>Please give details below of the funding sources used to fund the capital projects listed above</i> | | | |
| Total capital expenditure as listed above | £0 | | |
| CFR Code | Description | Amount | Please indicate which project this income funded. |
| B03 | B/F DFC balance 2007/8 | £0 | |
| B03 | B/F DFC balance 2008/9 | £0 | |
| B03 | B/F DFC balance 2009/10 | £0 | |
| B04 | B/F Standards Fund Capital Bal (Not DFC) | £0 | |
| B05 | B/F Private Capital Income | £0 | |
| B05 | B/F Direct Revenue Financing | £0 | |
| C101 | 2010/11 DFC or Other Capital Funding from Public Sources | £0 | |
| C101 | 2010/11 Extended Schools Grant | £0 | |
| C103 | 2010/11 Private Capital Income | £0 | |
| C104 | 2010/11 Direct Revenue Financing | £0 | |
| | Total | £0 | |
| Does the total capital expenditure equal the total 'funded by' amount? | | | |
| | True | | |
| <i>Please give details below of carried forward capital balances</i> | | | |
| CFR Code | Description | Amount | Note: Any DFC balance from 2008/9 must be spent by August 2011 |
| B03 | C/f 2008/9 DFC | £0 | |
| B03 | C/f 2009/10 DFC | £0 | |
| B03 | C/f 2010/11 DFC | £0 | |
| B04 | C/f Standards Fund Capital Bal (Not DFC) | £0 | |
| B05 | C/f Private Capital Income | £0 | |
| B05 | C/f Direct Revenue Financing | £0 | |
| | Total Balance C/f to 2011/12 | £0 | |
| Date | | Authorised by | |
| | | | note: This form needs Head teacher authorisation but the signed copy should stay in school for audit purposes. |
| Please complete all yellow boxes and return to Schools Accountancy Section by email to schools.accountancy@barnet.gov.uk by 1st April 2011 | | | |

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Appendix 8

Year End Requirements Checklist

| What | When | How | Where | Done |
|---|-----------------------|-------------|--|------|
| Bank Reconciliation | 1 st April | Email | Schools.accountancy@barnet.gov.uk | |
| Unpresented Cheques/Income list – Please ensure LBB transactions are indicated | 1 st April | Email | Schools.accountancy@barnet.gov.uk Or Fax to 020 8359 7324 | |
| Posting Summary | 1 st April | Email | Schools.accountancy@barnet.gov.uk | |
| Capital Detail Form | 1 st April | Email | Schools.accountancy@barnet.gov.uk | |
| Internal Creditor/Debtor Form | 1 st April | Email | Schools.accountancy@barnet.gov.uk | |
| External Creditor/Debtor Form | 1 st April | Email | Schools.accountancy@barnet.gov.uk | |
| Internal RIA/PIA Form | 1 st April | Email | Schools.accountancy@barnet.gov.uk | |
| External RIA/PIA Form | 1 st April | Email | Schools.accountancy@barnet.gov.uk | |
| Details of all large Creditors/Debtors & RIA/PIA. Items over £8K for Nursery, Primary & Special Schools. Items over £15K for Secondary Schools. | 1 st April | Email | Schools.accountancy@barnet.gov.uk | |
| Signed Bank Reconciliation | 28th April | Post | Schools Accountancy Section, NLBP, A15, First Floor, Building 4. | |
| Hard Copy of Unpresented Cheques/Income | 28th April | Post | Schools Accountancy Section, NLBP, A15, First Floor, Building 4. | |
| Signed Creditor/Debtor & RIA/PIA schedules | 28th April | Post | Schools Accountancy Section, NLBP, A15, First Floor, Building 4. | |
| Copy of Bank Statements to which the final Bank Reconciliation was reconciled to. | 28th April | Post | Schools Accountancy Section, NLBP, A15, First Floor, Building 4. | |
| Report any errors or omissions on the Provisional Outturn Report to Schools Accountancy | 3 rd May | Email/Phone | Schools.accountancy@barnet.gov.uk Or 020 8359 7223/8/5 | |
| CFR Returns – Completed & signed | 10 th June | Post | Schools Accountancy Section, NLBP, A15, First Floor, Building 4. | |
| | | | | |

