



**BARNSLEY**  
Metropolitan Borough Council

# **BARNSLEY METROPOLITAN BOROUGH COUNCIL**

## **SCHEME**

## **FOR**

## **FINANCING SCHOOLS**

(Revised – September 2016)



**BARNSLEY  
FINANCIAL  
SERVICES**

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## **SCHEME FOR LOCAL MANAGEMENT OF SCHOOLS**

This scheme will supersede the previous LMS Scheme and all terms and conditions become effective and binding on both the Authority and all maintained schools from the date of publication (1<sup>st</sup> April 2007) or from subsequent dates of revision / amendments.

References throughout this Scheme to:

"the Act" are to the School Standards and Framework Act 1998

"the authority" means the local authority, i.e. Barnsley MBC; and

"the Regulations" are to the School and Early Years Finance (England) Regulations 2012 made under the Act.

# SECTION 1: INTRODUCTION

## 1.1 The Funding Framework

The 'Barnsley MBC Scheme for Financing Schools' is made in accordance with section 48 of the School Standards and Framework Act 1998, Schedule 14 to the Act and the School and Early Years Finance (England) Regulations 2015.

The overall funding framework for Schools is now based on the legislative provisions in sections 45-53 of the School Standards and Framework Act 1998.

Under this legislation, local authorities determine for themselves the size of their schools budget and their non-schools education budget – although at a minimum an authority must appropriate its entire Dedicated Schools Grant to their schools budget. The categories of expenditure which fall within the two budgets are prescribed under regulations made by the Secretary of State, but included within the two, taken together, is all expenditure, direct and indirect, on an authority's maintained schools except for capital and certain miscellaneous items.

Authorities may deduct funds from their schools budget for purposes specified in regulations made by the Secretary of State under s.45A of the Act (the centrally retained expenditure). The amounts to be deducted for these purposes are decided by the authority concerned, subject to any limits or conditions (including gaining the approval of their Schools Forum or the Secretary of State in certain instances) as prescribed by the Secretary of State. The balance of the schools budget left after deduction of the centrally retained expenditure is termed the Individual Schools Budget (ISB). Expenditure items in the non-schools education budget must be retained centrally (although earmarked allocations may be made to schools).

Authorities must distribute the ISB amongst their maintained schools using a formula which accords with regulations made by the Secretary of State, and enables the calculation of a budget share for each maintained school. This budget share is then delegated to the governing body of the school concerned, unless the school is a new school which has not yet received a delegated budget, or the right to a delegated budget has been suspended in accordance with s.51 of the Act.

The financial controls within which delegation works are set out in a scheme made by the authority in accordance with s.48 of the Act and regulations made under that section. All proposals to revise the scheme must be approved by the Schools Forum, though the authority may apply to the Secretary of State for approval in the event of the forum rejecting a proposal or approving it subject to modifications that are not acceptable to the authority.









































retained schools budget that is an addition to the schools budget shares, funding shall be placed at the disposal of the Governing Body of each school by the stated dates in the applicable regulations or grant conditions, irrespective of any instalment arrangement applicable to the remaining amount of the budget share.

### **3.3 Interest claw back**

Given that the payment profile (in 3.2 above) of school budget instalments closely follows the current pattern of expenditure by schools, the Authority does not intend to make any adjustment for interest lost on cash flow management as a result of this Scheme. The Chief Finance Officer will keep this under review on an annual basis.

#### **3.3.1 Interest on late budget share payments**

If, due to an error by the authority, budget share instalment payments are paid later than the arrangements described in section 3.2, consideration will be given to adding interest to the late payment at the prevailing Bank of England base rate.

### **3.4 Budget shares for closing schools**

Budget shares of schools for which approval for closure has been secured, will be made available on a monthly basis net of pay costs, even where some different basis was previously used. This arrangement will start from the beginning of the financial year prior to the closure.

### **3.5 Bank and building society accounts**

All schools in Barnsley currently have an external bank account into which their budget share instalments (as determined by other provisions) are paid. Schools with external bank accounts shall be allowed to retain all interest payable on the account.

A school can meet from its bank account all the expenditure and income items related to its delegated budget and for the purpose of running the school.

If a school goes into deficit and/or the bank account is consistently overdrawn, the Authority reserves the right to consult with the school, and the Chief Finance Officer can, if deemed necessary, withdraw the right to operate the account.

### **3.5.1 Restrictions on accounts**

To assist schools in the selection of an appropriate banker and to safeguard the Authority's legal obligations under section 151 of the Local Government Act 1972, schools may choose any bank or building society, with a minimum A- credit rating and is consistent with the Authority's Treasury Management policy.

Schools are allowed to have accounts for budget share purposes, which are in the name of the school rather than the authority. If a school does so, then the account mandate should provide:

- that the authority is the owner of the funds in the account until it is spent;
- that it is entitled to receive statements; and
- that it can take control of the account if the school's right to a delegated budget is suspended by the authority.

Schools must notify the Chief Finance Officer of the name of the bank used, account numbers and authorised signatories for all its Bank Accounts. Changes to banks and/or signatories should also be notified.

### **3.7 Borrowing by schools**

Governing Bodies may only borrow money with the expressed written permission of the Secretary of State. A copy of any such application and all correspondence must be forwarded to the authority's Chief Finance Officer. It should be noted that schools will only be granted permission by the Secretary of State for borrowing only in exceptional circumstances. However, from time to time, the Secretary of State may introduce limited schemes in order to meet broader policy objectives. Schools are permitted to use any such scheme without obtaining specific approval – a current example would be the Salix Scheme, which is designed to support energy saving.

Overdrafts are not permitted without the expressed approval of the authority's Chief Finance Officer, and schools must not under any circumstances arrange overdrafts or allow the account to become overdrawn on a consistent basis.

Schools may not use credit cards, which are regarded as borrowing. However, all schools may use procurement cards (issued by the authority), which provides an efficient and cost effective method of purchasing goods as well as a means of facilitating electronic purchase. Schools will be required to comply with the terms and conditions related to the usage of procurement cards, refer to BMBC Procurement Card Manual.





































































































**RETENTION OF RECORDS**

Set out below is the Authority's time limit for each type of record.

	Years
<b>Budget Monitoring / Control</b>	
Weekly postings tabulation	2*
Budget Control Statement	2*
<b>Expenditure</b>	
Invoices	6
Expense claims	3
Purchase Orders	6
Delivery Notes	6
Quotations	6
Tenders	6
Payroll Documentation	3 Full Financial Years
<b>Bank Accounts and Imprest (Bank Based and Cash Based)</b>	
Cheque stubs (bank based)	6
Bank Statements	6
Vouchers/disbursement Slips	6
Petty Cash/ Cash Book	6
<b>Income</b>	
Receipt books / dinner registers	6
Non-billed cash banking sheets	6
Cash office receipts	6
Cash books	6
Nursery Voucher statistics	2
Attendance registers for voucher eligible children	7
<b>Insurance</b>	
Record of Accidents	25

\* Subject to the Authority's accounts being signed by the External Auditor  
NB Each number of years quoted is in addition to the current year.











**RESPONSIBILITY FOR REPAIRS AND MAINTENANCE**

**CAPITAL / REVENUE SPLIT - ILLUSTRATIVE EXAMPLES IN LINE WITH DCSF INTERPRETATION OF THE CIPFA CODE OF PRACTICE**

**NB ACTUAL INTERPRETATION OF CIPFA CODE OF PRACTICE FOR THESE PURPOSES WILL BE FOR EACH LOCAL AUTHORITY**

<b>ELEMENT</b>	<b>CAPITAL: AS CIPFA CODE OF PRACTICE</b>	<b>REVENUE: REPAIRS &amp; MAINTENANCE</b>
<b>Flat Roofs</b>		
	Structure. New (not replacement) structure	Repair/replacement of minor parts of an existing structure
	Structure. Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of the structure	Replace minor areas of rotten or defective timber, make good minor areas of spalling concrete where reinforcing bars exposed
	Screed / insulation in a new building/extension	Minor repair/replacement of screed/insulation where defective.
	Screed / insulation. Replacement/repair of substantially all. Improve effectiveness of insulation	Work to improve insulation standards & effectiveness, during work to repair/ replace small areas of roof.
	Finish on new build. Replacement of all/substantially all on existing roof	Repair of roof finish on existing building. Re-coating chippings to improve life expectancy
	Edge Trim/ Fascia on new build	Repairs & repainting OR replacement with (uPVC).
	Edge Trim/ Fascia, Replacement of all/substantially all on existing roof	Repairs & repainting OR replacement with (uPVC).
	Drainage (rainwater system) on new build	Clearing out gutters and down pipes. Replacement/repair/ repainting of/ individual gutters/pipes

	Other e.g. Flashings, Roof lights on new build. Replacement of all/substantially all on existing roof	Repair or Replacement/ cleaning of individual items
<b>Pitched</b>	Structure. New (not replacement) structure	Repair/replacement of minor parts of an existing structure
	Insulation in a new building/extension	Repair/replacement/ increasing thickness of insulation in an existing roof
	Insulation. Replacement /repair of substantially all. Improve insulation to current standards	Improve insulation to current standards
	Roof finish in a new building/extension, replacement of all/substantially all on existing roof	Replace missing/ damaged minor parts
	Bargeboards/ Fascia's in a new building/extension, replacement of all/substantially all on existing roof	Minor repairs/ replacement/ Repainting
	Drainage (Rainwater system) in a new building/extension	Clearing out gutters and down pipes. Replacement/repairs of individual pipes/gutters
	Drainage (Rainwater system) Replacement of all/substantially all on existing roof	Clearing out gutters and down pipes. Replacement/repairs of individual pipes/gutters
	Other e.g. Flashings, Roof windows in a new building/extension, replacement of all/substantially all on existing roof	Repair or Replacement/ cleaning of individual items

<b>Other</b>	Provide new covered link etc. between existing buildings	Minor repairs, maintenance to existing covered link
	Rebuild or substantially repair structure of existing covered link	Minor repairs, maintenance to existing covered link
	Add porch extension to existing building	Minor repairs, maintenance to existing structure
<b>Floors</b>	Rebuild or substantially repair structure of existing porch	Minor repairs, maintenance to existing structure

<b>Ground Floor</b>	Structure and dpc in new building	Repair/replacement of minor parts of an existing structure
	Screed and finish in new build. Replacement of all/substantially all (screed) on existing floor, include replacement of most carpets/ tiles in the room where necessary	Minor replacement and repair of screed and finishes. Replacement of Mats / matwells. Sand & seal wooden floors or renewal / installation of new floor finishes.
<b>Upper Floor</b>	Structure - as ground floor	As ground floor
	Screed and Finish - as ground floor	As ground floor
<b>Ceilings</b>		
<b>Top / only storey</b>	New Build Ceiling finish & access panels	Minor repair/ replacement incl. From water damage & necessary decoration
<b>Lower storeys</b>	New Build Ceiling finish & access panels	Minor repair/ replacement incl. From water damage & necessary decoration
<b>External walls</b>		

<b>Masonry/ cladding</b>	Structure Underpinning/ propping for new build	Minor repairs Preventive measures e.g. tree removal
	External Finish on new build	Repair/replacement of minor parts of an existing structure. e.g. repointing / recladding a proportion of a wall where failure has occurred.
	External Finish on existing build where needed to prevent imminent or correct actual major failure of the structure. e.g. repointing / recladding work affecting most of a building /replacement build	Repair/replacement of minor parts of an existing structure. e.g. repointing / recladding a proportion of a wall where failure has occurred.
<b>Windows and Doors</b>	Framing - new build	Minor repair/ replacement of individual frames. Repainting frames
	Structure. Major replacement of all or substantial part of existing framing (include panel / glazing / ironmongery) to prevent imminent or correct actual major.	Minor repair/ replacement of panel / glazing / ironmongery individual windows. Repainting frames Improved security e.g upgrading locks
	Glazing - new build	Replacing broken glass
	Internal and external decorations to new build	Internal and external decoration to include cleaning down and preparation.
<b>Masonry Chimneys</b>	Major repair or rebuilding of chimneys including expansion joints & pointing	Minor repair/ re-pointing
<b>Internal Walls:</b>		



<b>Solid</b>	Major repair or rebuilding of complete areas including various internal finishes, linings and decorations. To prevent imminent or correct actual major failure of the structure	Minor repairs including various internal finishes, linings and decorations. Refurbishment / change of use alterations.
<b>Partitions</b>	Major repair or rebuilding of complete areas including various internal finishes, linings and decorations. To prevent imminent or correct actual major failure of the structure	Minor repairs including various internal finishes, linings and decorations. Refurbishment / change of use alterations.
<b>Doors &amp; Screens</b>	Major repair / replacement of Framing/ Screens/ Doors to including glazing, ironmongery, jointing and internal decorations	Minor repair/ replacement of individual defective doors and screens including glazing, ironmongery, jointing and decorations. Improved security e.g replace / upgrading locks
<b>Sanitary Services:</b>		
<b>Lavatories</b>	In new buildings provision of all toilet fittings, waste plumbing and internal drainage.	Minor repair/ refurbishment / replacement of damaged sanitary ware, fittings, waste plumbing etc.
	In new buildings Provision of disabled facilities, and specialist facilities related to pupils with statements	Existing buildings Provision of disabled facilities, and specialist facilities related to pupils with statements where allocated to school Minor repair/ replacement of damaged fittings, waste plumbing etc.
<b>Kitchens</b>		
	Kitchens in new buildings complete with fittings, equipment, waste plumbing	Minor repairs / replacement work. Statutory maintenance

	and internal drainage. Internal finishes and decorations.	Cleaning out drainage systems to point of exit / discharge to underground sewer
	Major refurbishment	Minor refurbishment and redecoration
<b>Mechanical Services:</b>		
<b>Heating / hot water</b>	Complete heating and hot water systems to new projects, including fuel, storage, controls, distribution, flues and chimneys.	General maintenance of all boiler house plant including replacement of defective parts and chimneys. Regular cleaning. Energy saving projects. Statutory Maintenance & Inspection.
	Replacement of old boiler/ controls systems past the end of their useful life and / or Emergency replacement of failed boiler plant	General maintenance of all boiler house plant including replacement of defective parts. Regular cleaning. Energy saving projects. Statutory Maintenance

<b>Cold water</b>	Provision of cold water services, storage tanks, distribution, boosters in new projects	Maintenance and repair/ replacement of defective parts such as service pipes etc. Annual inspection of cold water tanks for statutory compliance.
<b>Gas</b>	Provision of gas services, & distribution, in new projects	Maintenance and repair/ replacement of defective parts meeting statutory requirements. Statutory inspection & maintenance.
<b>Ventilation</b>	Mechanical ventilation/ air conditioning to new & major projects	Provision of local ventilation. Repair/ replacement of defective systems and units. Statutory maintenance.
<b>Other</b>	New swimming pool plant and its complete installation, including heat recovery systems or major refurbishment project	Minor repair/ replacement of parts to plant, pumps and controls etc. Water treatment equipment and all distribution pipe work. Heat recovery systems. Solar heating plant and equipment. Statutory Maintenance
<b>Electrical Services:</b>		
<b>General (Lighting &amp; Power)</b>	Main switchgear and distribution in major projects. Provision of luminaries and emergency lighting.	Testing / replacement of individual distribution boards. The repair and maintenance of all switchgear and interconnecting cables including temporary buildings. Replacement of luminaries & emergency lighting
	Major replacement of obsolete and dangerous wiring systems, including distribution boards. Statutory fixed wire testing.	Minor repairs / replacement & testing, earthing and bonding to meet Electricity at Work Regulations. All servicing. Replacement of luminaires
<b>Other</b>	Lightning protection in new build and / or major installation	Minor repair/ replacement of individual parts. Statutory inspections
	Alarm systems, CCTV, lifts / hoists etc on new buildings	Minor repair / replacement and maintenance of alarm systems, CCTV. lifts / hoists include statutory inspection
	New installation of communication systems,	Minor repair/ replacement/ maintenance of communication

	radio/ TV, call, telephone, data transmission, IT etc. in new build.	systems, radio/ TV, call, telephone, data transmission, IT including all door access systems
<b>External Works:</b>		
<b>Pavings</b>	Provision of new roads, car parks, paths, court, terraces, play pitches, steps and handrails, as part of major new project, including disabled access	Maintenance and repair of car parks, paths, court, terraces, play pitches, steps and handrails. Car park and playground markings.
<b>Miscellaneous</b>	Provision of walls, fencing, gates and ancillary buildings as part of major new project	Maintenance and repair of all perimeter/ boundary / retaining walls, fencing and gates.
<b>Drainage</b>	Drains, soakaways, inspection chambers and sewage plant as part of new projects	Maintenance and repair of drains, gullies, grease traps and manholes between buildings and main sewers. Cleaning of the above and unblocking as necessary.
<b>Open air pools</b>	Structure, Hygiene/ safety in new build	Hygiene, cleaning, maintenance and repairs, including replacement parts. Simple energy saving systems. Statutory maintenance
<b>Services distribution</b>	Provision of: Heating mains gas mains water mains electricity mains, on new projects	Minor repair / replacement of heating mains, gas mains water mains, electricity mains meeting statutory requirements

<p><b>Asbestos</b></p>	<p>Initial inspection survey of property to identify asbestos containing materials.  Provision of site manual in accordance with The Control of Asbestos at Work Regulations 2006.  Designated re-inspection.  Removal required as part of major new build project.</p>	<p>Minor repair / replacement of damaged asbestos containing materials e.g. panels, insulation, pipe work, roofing etc  In accordance with the 'The Control of Asbestos at Work Regulations 2006'</p>
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BARNESLEY MBC

SCHEME FOR MANAGING SURPLUS BALANCES

**GENERAL APPROACH**

1. Schools will be provided with a calculated guideline limit (5% for all schools) based on their delegated budget for the year – the presumption being that the guideline % represents an appropriate level of reserves / contingency that a primary or secondary school may hold.
2. The guideline limit can be used by schools as a yardstick for monitoring their financial position throughout the year – with the final limit being confirmed at year end following the closure of accounts.
3. Surplus balances above the 5% limit should be discussed with Governing Bodies and a plan agreed for how excess balances will be used / applied for the benefit of the school. Such discussions and decisions should be minuted and evidenced.
4. **The LA will not automatically claw back any balances that exceed the guideline limit.** A school can hold or carry forward balances in excess of the limit as long as it has a clear plan of what the balances will be used for and this has been approved by Governors.

The above approach gives schools increased autonomy over the management of their financial affairs, with decisions regarding carry forward of balances resting with Governing Bodies.

**PROCESS TO BE FOLLOWED BY THE COUNCIL / SCHOOLS**

The following process should be followed by the Council and schools in respect to controlling excess carry forward balances:

1. Calculating provisional carry forward limit

The Council will calculate a provisional allowable carry forward limit for each school, based on the budgets issued to schools. The calculated limit for all schools will be based on 5% of the delegated budget, including the Individual Schools Budget (inclusive of mainstreamed grants), Early Years and High Needs funding, Pupil Premium grant and Post 16 funding.

For PFI/BSF schools, the calculated limit would be based on the actual delegated budget to the schools net of the assumed PFI factor for the year.

## 2. In-year monitoring against provisional limit

Providing schools with a provisional guideline limit based on 5% ensures that schools have a reasonable basis for budget planning and monitoring of their financial position during the year. It should be stressed that there is no requirement for schools to set or hold balances at the 5% limit. This is merely a guideline for schools to use to assess their positions throughout the year.

Schools can maintain balances above the limit if it chooses depending on its financial plan / strategy as agreed by its Governing Body. The actual level of balances to be maintained by schools is therefore a matter for each school / its Governing Body to decide. Schools should report projected year end balances and agree plans for the use of such balances to Governors throughout the year.

**Required action by:** All schools / Governing Bodies  
**Timescales:** Throughout the financial year

## 3. Year end reporting of balances above the calculated limits

Schools with a year end balances in excess of the calculated limit are required to complete and submit a **pro-forma** (see attached) to the Council. The following explanation or information is required on the pro-forma:

1. An explanation of the factors that has given rise to the year-end surplus balance e.g. unspent funding, in year adjustments, savings on vacant posts, reduced spend on particular budget heads, savings on procured services, funding held on behalf of other schools, funding held for specific activities to be undertaken in the following year, additional income generated from trading activities, etc.
2. Highlight or summarise the key elements of the schools' spending plan that has been approved by the schools' governors. Schools should detail or itemise the proposals or items within its spending plan that has been approved as commitments against the carry forward balance.

### *Supporting documentation*

The following supporting documents will be required initially to support the pro-forma:

- An electronic **copy of the schools' spending plan** as reported to its Governing Body for approval. It is up to schools what format to adopt or how it chooses to report its balances / spending plan to Governors. The Council's will not prescribe what schools can or can't do with their balances, as any form of prescription would only reduce flexibility by schools. It is important that Governors play a crucial part in

the process and to inform this process, it is advisable that Governors are presented with formal written reports that detail the following:

- The level of balances maintained by a school – understanding how the balances have come about
  - What the school intend to use the balances for, e.g. to meet specific priorities in its action plan, to improve standards / performance, school to school support, fund particular projects or initiatives, capital works / refurbishment, to address future deficit budgets, reinvestment of ‘profits’ from trading activities, equipment refresh programme, etc
  - How much of the balances should be earmarked or set aside to fund the school’s intentions or plans
  - The timescales for implementing the proposals or incurring the spend (this allows a reasonable basis for monitoring progress)
- Evidence of the above spending plan(s) being approved by Governors. The minutes of the particular Governing Body or committee meeting that shows the resolution or the approval will be required.

It should be noted that schools are allowed within their spending plans to Governors to highlight and seek approval to items deemed as ‘allowable exceptions’. These would include the following:

1. Genuine slippage on planned activities / spend;
2. Balances held by schools for clearly defined activities or purposes e.g. for clubs, trips, parental donations, etc;
3. Balances held on behalf of other schools for joint working or cluster arrangements or for school by school support, etc;
4. Unspent funding allocations due to the late receipt of the funding by the school, e.g. repairs & maintenance, early years and high needs funding adjustment, etc;
5. Reinvestment of additional income generated through ‘trading’ activities

**Required action: Completion / Submission of Pro-formas and supporting documentation by Schools**

**Timescales: End of April**

#### 4. Assessment of schools’ spending plans / submissions

BMBC Schools Finance will manage the initial process, receiving and collating submissions from schools. All submissions will be assessed with a final outcome or approval communicated to the school by Margaret Libreri (Service Director, People) on behalf of Rachel Dickinson (Executive Director). Efforts will be made to ensure that pro-formas / spending plans are assessed within reasonable timescales so that the



outcome can be communicated to schools in time to allow appropriate action(s) to be taken.

The LA will assess the spending plans of schools for reasonableness and contact schools individually where further explanation is required. Further supporting evidence may be required to enable the LA to properly assess the reasonableness of the plan or the financial details contained within it.

The outcome of the overall process will be reported to the Formula Funding Review Group and the Schools Forum. Ultimately the School Forum has the responsibility for approving the use of any balances clawed back from schools.

**Required action: Assessment of schools' submission and communication of outcome to schools**

**Timescales: End of Summer Term**

#### 5. Claw back of carry forward balances

The LA and the Schools Forum will only claw back excess balances in particular circumstances such as:

- The school has no agreed plan in place for the use of the excess balance, nor has it complied with requests to provide supporting evidence or documentation to support its submission
- There are concerns with performance or standards at the school(s) – the LA/School Forum can insist that excess balances are used specifically to address concerns in that school
- The school has reported excess balances on 2 or more consecutive years, or where previously approved excess carry forward balances remains unspent in the following year and the school has not provided any reasonable explanation or sought to carry it forward to the following year

Following the decision to claw back any excess surplus balance, a formal letter will be sent to the Head Teacher and Chair of Governors informing them of the amount which will be clawed back from the school.

#### 6. Use of clawed back surplus balances

Amounts clawed back from schools will be added to the overall Schools Budget retained centrally and reported to the Schools Forum, who will decide on its re-distribution following recommendations from the Council.

### Schools in Financial Difficulty

The School Forum has approved funds be set aside within the school contingency budget to provide financial assistance and support to schools in financial difficulties, as they take action to put their budgets on a sound financial footing. Funding provided under this process is one-off and is intended to provide schools with interim support whilst they continue to take action to address recurring issue. The process will be managed by the Council with recommendations made to the Funding Formula Review Group (FFRG) for approval.

The process to be followed in managing this funding and the steps to be taken by schools are detailed below:

- Schools to submit a formal written request to the Council (BMBC School Finance) with a detailed action or recovery plan.
- The plan must clearly demonstrate the problem the school is facing and how it proposes to address the problem in the longer term.
- The plan should identify clearly the amount of funding that is being sought, and what steps are being taken to place the future finances of the school in a stable position.
- The plan should include detailed financial modelling for 3 years to enable a full and detailed investigation of the request.
- Funding will not be available to support the finances of schools. Instead funding will be provided to assist schools meet the cost of implementing the actions that would future sustainability of the school.
- If it is subsequently identified that the funding has not been used appropriately or it transpires that the funding was not required, it may be subject to claw-back by the Council.

- Following review of the recovery plan by the Council recommendations will be made to the Schools in Financial Difficulties (SiFD) working group or the School Forum for a final decision.
- Schools will then need to demonstrate their progress against their plan through regular monitoring reports to the Council.
- Schools will be notified whether or not their applications have been successful.