

West Berkshire Council - Balance Control Mechanism

Information on School Balances 2013/14

All yellow boxes (where required) to be completed and the form returned to the Schools Finance Team, Finance Department no later than 31st May 2014
 Note that a positive figure is a surplus balance, a (negative) figure is a deficit balance

Hampstead Norreys Church of England Primary School

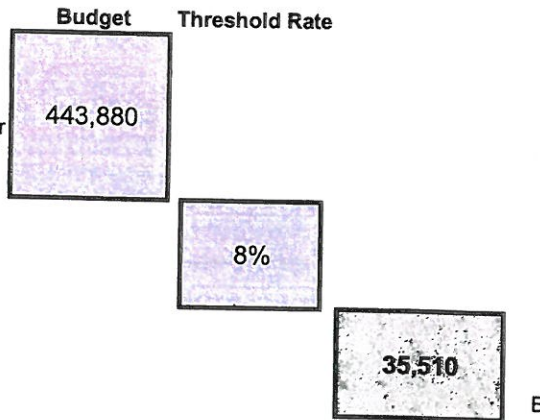
A. Closing Balances (revenue balance ONLY as per CFR: excludes Community Focused)

	£	
Surplus / (deficit) as at 31 March 2014	49,668	A
Surplus / (deficit) as at 31 March 2013	25,209	
Increase / (decrease) on previous Year	24,460	
Of the closing balance as at 31 March 2014, what amount was committed (this information is required for CFR purposes)		
Committed		
Uncommitted	49,668	

B. Upper Threshold for Excess Balance

For mainstream schools "budget" is the 2014/15 total delegated budget allocation including place funding, early years estimate, and 6th form funding, but excludes pupil premium grant, sports grants, SEN top up funding, and other income generated by the school. For other schools "budget" is the 2013/14 expenditure budget

Threshold rate is 8% Primary, 5% Secondary schools, or £20,000 whichever higher. 10% is a guideline for nursery schools, special schools and PRUs due to their funding being volatile



Upper Threshold

B

C. Calculation of Relevant School Balance

Surplus / (deficit) as at 31 March 2014	49,668	= A
Less: PE & Sports Grant carried forward (Fund 13)	4,667	
Less: Pupil Premium Grant to be carried forward. Please enter an X in the box to the right if you DO NOT WANT this balance is to be transferred to new Fund code 08	2,144	
Less: Any other ring fenced grant funds with permission to carry forward, and funds being held on behalf of a cluster or partnership agreement	2,248	Chinese Grant & NSS Bursary
Relevant Surplus Balance 31 March 2014 (for purpose of calculating excess balance)	40,610	C

ENTER AS A POSITIVE FIGURE

ENTER AS A POSITIVE FIGURE

Chinese Grant & NSS Bursary

D = C - B

D. Amount by which Balance exceeds Threshold - The Excess Balance

If C < B, then nil

5,099

Where there is a figure in Box D, explain how/why the school has accumulated such a large surplus balance:

Since the resignation of the 0.4 Executive Headteacher in January 2014, there has been uncertainty surrounding the future headship position of the school. Initially, the decision to appoint a full time head was taken by the governing body. This would have resulted in a budget deficit for 2014/15. After three rounds of advertising the position of headteacher, a subsequent decision was taken by the governing body on the 14th May, to appoint a 0.5 Executive Headteacher from September 2014.

E. Use of Relevant Surplus Balance (C) - ONLY TO BE COMPLETED WHERE THERE IS A FIGURE IN BOX D

Description of Planned Use of Balances included in your 2014/15 budget plan (see below for permitted use):	Planned Implementation Date	Amount £ (ENTER AS POSITIVE FIGURE)	Which Strategic Document	Purchase Order Number	Account Code in budget Plan
1 West Berks PO - 5 yearly fixed wire electrical inspection	21.03.14	1,400		1224669	C0018
2					
3					
4					
5					
Sub Total Planned Items		1,400			
Unplanned Balances included in your 2014/15 budget plan:					
1 General Contingency (as per code A0003 in your 2014/15 budget plan)		23,200			5.23%
2 Balance not Identified		16,010			

F. Signatures

Headteacher:

Date:

23/5/14

Chair of Governors

Date:

23/5/14

Notes to the above

Thresholds

Note that the 8% and 5% thresholds are not targets, but the maximum percentage which should reasonably be retained for a planned use or a contingency to deal with unforeseen circumstances. In practice, most schools should be able to manage with balances of 2-3%

Permitted Uses of Balances:

1 A planned investment project within the School Development Plan or similar documents that will improve the quality of education/raise achievement with specific and explicit links to the objectives of the school.

e.g. additional staffing to support a specific purpose or activity

replacement of life expired equipment

capital improvement

investment in new technology

responding to health and safety requirements

improving access to school sites and buildings

responding to needs identified by Ofsted inspections

2 Sustaining appropriate levels of staffing through a planned period of turbulence up to a maximum of 3 years, supported by your 3 year pupil forecasts and budget plan i.e. temporary reduction in pupil numbers/funding

3 Where unavoidable delay has moved legally committed expenditure into the following financial year i.e. order placed, goods/service not received by 31st March

**** Note that balances cannot be used to fund on-going costs - these need to be funded on a sustainable basis****

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Westwood Farm Infant School

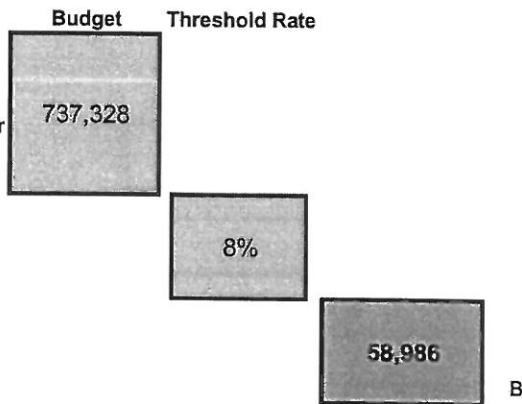
A. Closing Balances (revenue balance ONLY as per CFR: excludes Community Focused)

	£	
Surplus / (deficit) as at 31 March 2014	71,693	A
Surplus / (deficit) as at 31 March 2013	48,329	
Increase / (decrease) on previous Year	23,364	
Of the closing balance as at 31 March 2014, what amount was committed (this information is required for CFR purposes)		
Committed		
Uncommitted	71,693	

B. Upper Threshold for Excess Balance

For mainstream schools "budget" is the 2014/15 total delegated budget allocation including place funding, early years estimate, and 6th form funding, but excludes pupil premium grant, sports grants, SEN top up funding, and other income generated by the school. For other schools "budget" is the 2013/14 expenditure budget

Threshold rate is 8% Primary, 5% Secondary schools, or £20,000 whichever higher. 10% is a guideline for nursery schools, special schools and PRUs due to their funding being volatile



Upper Threshold

B

C. Calculation of Relevant School Balance

Surplus / (deficit) as at 31 March 2014	71,693		= A
Less: PE & Sports Grant carried forward (Fund 13)	3,577		
Less: Pupil Premium Grant to be carried forward. Please enter an X in the box to the right if you DO NOT WANT this balance is to be transferred to new Fund code 08	0		
Less: Any other ring fenced grant funds with permission to carry forward, and funds being held on behalf of a cluster or partnership agreement		please provide breakdown & details:	
Relevant Surplus Balance 31 March 2014 (for purpose of calculating excess balance)	68,116		C

D. Amount by which Balance exceeds Threshold - The Excess Balance

If C < B, then nil

9,130	D = C - B
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Where there is a figure in Box D, explain how/why the school has accumulated such a large surplus balance:

Funding changes to the Hearing Resource base caused the school to have an excess balance. The unit is a five place unit, but due to a very brief period the year before, we had six children. This resulted in an additional £10k funding being given to the school. Government funding changes also meant the AWPU funding for the children was within the £10k place allocation and not within the Main School as previously funded. This resulted in a considerable increase to the budget historically allocated to the unit. The funds were received in P1 and confirmation of no possible clawback was received in Oct. The F/C was informed Nov 13. This resulted in projects being planned and fulfilled ensuring VFM. The Main School budget has its smallest c/f historically for some years next F/Y, therefore, the Unit is going to contribute considerably to the expenditure of the school in the next and ongoing F/Ys.

E. Use of Relevant Surplus Balance (C) - ONLY TO BE COMPLETED WHERE THERE IS A FIGURE IN BOX D

	Planned Implementat ion Date	Amount £ (ENTER AS POSITIVE FIGURE)	Which Strategic Document	Purchase Order Number	Account Code in budget Plan
Description of Planned Use of Balances included in your 2014/15 budget plan (see below for permitted use):					
1	The Carry Forward figure is required to be used to balance the budget for 14/15 and going forward. Staff to be analysed in the future re sharing of employees across the federated schools.	To April 15	33,170	Schools 5 Yr Budget Plan	Various
2	Curriculum budgets for new curriculum requirements to achieve and raise pupil standards	To April 15	7,000	RAP	E0616
3	Increase in SLT, additional half share of post of AHT for federated schools, to monitor and increase standards and performance.	Sep-14	14,078	RAP	A1140/A1160 /A2100
4					
5					
Sub Total Planned Items			54,246		
Unplanned Balances included in your 2014/15 budget plan:					
1	General Contingency (as per code A0003 in your 2014/15 budget plan)		13,870	% 1.88%	
2	Balance not Identified		0		

F. Signatures

Headteacher:



Date:

22/05/2014

Chair of Governors:



Date:

22/05/2014

Notes to the above

Thresholds

Note that the 8% and 5% thresholds are not targets, but the maximum percentage which should reasonably be retained for a planned use or a contingency to deal with unforeseen circumstances. In practice, most schools should be able to manage with balances of 2-3%

Permitted Uses of Balances:

- 1 A planned investment project within the School Development Plan or similar documents that will improve the quality of education/raise achievement with specific and explicit links to the objectives of the school.
 - e.g. additional staffing to support a specific purpose or activity
 - replacement of life expired equipment
 - capital improvement
 - investment in new technology
 - responding to health and safety requirements
 - improving access to school sites and buildings
 - responding to needs identified by Ofsted inspections

- 2 Sustaining appropriate levels of staffing through a planned period of turbulence up to a maximum of 3 years, supported by your 3 year pupil forecasts and budget plan i.e. temporary reduction in pupil numbers/funding

- 3 Where unavoidable delay has moved legally committed expenditure into the following financial year i.e. order placed, goods/service not received by 31st March

**** Note that balances cannot be used to fund on-going costs - these need to be funded on a sustainable basis****

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Westwood Farm Junior School

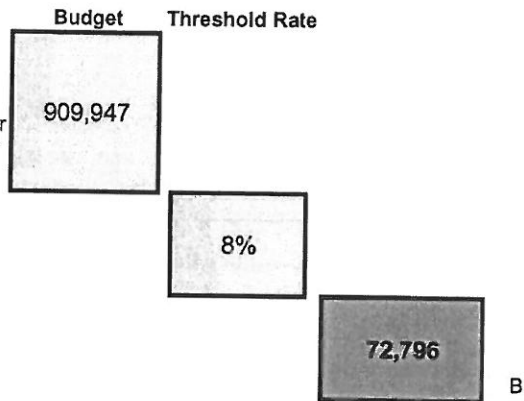
A. Closing Balances (revenue balance ONLY as per CFR: excludes Community Focused)

	£	
Surplus / (deficit) as at 31 March 2014	90,114	A
Surplus / (deficit) as at 31 March 2013	103,541	
Increase / (decrease) on previous Year	(13,428)	
Of the closing balance as at 31 March 2014, what amount was committed (this information is required for CFR purposes)		
Committed	4,739	
Uncommitted	85,375	

B. Upper Threshold for Excess Balance

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Threshold rate is 8% Primary, 5% Secondary schools, or £20,000 whichever higher. 10% is a guideline for nursery schools, special schools and PRUs due to their funding being volatile



Upper Threshold

C. Calculation of Relevant School Balance

Surplus / (deficit) as at 31 March 2014	90,114	= A
Less: PE & Sports Grant carried forward (Fund 13)	1	
Less: Pupil Premium Grant to be carried forward. Please enter an X in the box to the right if you DO NOT WANT this balance is to be transferred to new Fund code 08	14,295	<input type="checkbox"/>
Less: Any other ring fenced grant funds with permission to carry forward, and funds being held on behalf of a cluster or partnership agreement	<input type="text"/>	<input type="text"/>
Relevant Surplus Balance 31 March 2014 (for purpose of calculating excess balance)	75,818	C

D. Amount by which Balance exceeds Threshold - The Excess Balance

If C < B, then nil

3,022	D = C - B
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Where there is a figure in Box D, explain how/why the school has accumulated such a large surplus balance:

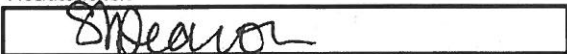
Unable to Schedule planned works for Hall acoustic ceiling project in Easter holidays due to the need to remove asbestos tiles in hall first. This increased the cost of project. The movement of £20,000 into Capital budget was planned but the movement has not yet been completed as the project will now commence in July 14.

E. Use of Relevant Surplus Balance (C) - ONLY TO BE COMPLETED WHERE THERE IS A FIGURE IN BOX D

	Planned Implementat ion Date	Amount £ (ENTER AS POSITIVE FIGURE)	Which Strategic Document	Purchase Order Number	Account Code in budget Plan
Description of Planned Use of Balances included in your 2014/15 budget plan (see below for permitted use):					
1	The Carry Forward figure is required to be used to balance the budget for 14-15 and going forward.	30,458			
2	Hall ceiling project delayed to summer 14 due to new requirement to take out existing ceiling tiles with asbestos and replace with acoustic tiling.	24.07.14	20,000	RAP	K0200
3					
4	Specialist training for member of HI staff to complete Teacher of the Deaf qualification	01.04.14	4,000	RAP	A2310
5	ICT equipment to be purchased for two rooms in the HI Resources	Autumn 14	8,000	RAP	E0505
Sub Total Planned Items		62,458			
Unplanned Balances included in your 2014/15 budget plan:					
1	General Contingency (as per code A0003 in your 2014/15 budget plan)	13,360		1.47%	
2	Balance not Identified	0			

F. Signatures

Headteacher:



Date:

22/05/14

Chair of Governors:



Date:

22/05/14

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