

9<sup>th</sup> March 2018

To all Schools Finance officers and School Business managers

We have attached 2 spreadsheet files. One that details all your allocations and income for the year across CFR codes and account codes. The other details the payment made in March for the final Grants and adjustments.

*CFR Income and Budget allocations*

We have created an updated grants payment with CFR codes for all your allocations which is attached and will be published on EGFL. These should match your own FMS systems except where there are out of borough income payments, or the March payments for the 30 hr EYs offer. Or you are missing the March payment run scheduled for the 9 March. Please check these ahead of closing your accounts.

*Final Grants and Adjustments Spreadsheet*

There had been final adjustments to High Needs Mainstream funding and Early Years. We have arranged a new payment file and schools should receive the funding by this Friday the 10<sup>th</sup> March.

The payments are for,

- **Year 7 catch up grant**
- **EY's Final Payments**
- **EY's Final adjustments**
- **EY's Estimated Extended 30 hour (to be accrued)**
- **EY PPG**
- **HN's Final adjustments**

[Please direct queries for High Needs to Justin Whitsitt at [Jwhitsitt@ealing.gov.uk](mailto:Jwhitsitt@ealing.gov.uk) and for Early Years to Sandeep Sahota, Early Years [sahotasa@ealing.gov.uk](mailto:sahotasa@ealing.gov.uk)]

Please note that some schools have been overpaid, over and above the adjustments, for early years and High needs. Please look at your remittance, if you have been overpaid on High Needs, the remittance advice will specifically mention this with a text "1718HN'sPlsAccrue\_", which means that we have yet to collect this income from you and you need to accrue for this.

There are also some overpayments (clawbacks) on EY which again we will deduct from April's payment, and are detailed on the spreadsheet (as are the High needs clawbacks- accruals are all coloured in grey, the 9 March payment is coloured in green). Schools who deliver the 30 hour (extended) 3 and 4 year old FT places, should estimate their income for March and add this to the accruals template, under Drs- LBE as a 'normal' negative value. We have added our estimate for this amount on the Payment breakdown spreadsheet, but the School may have a better estimate based on the actual numbers input on Synergy in March. The CFR statement of total payments will not include this March income for the 30 hour offer.

Those schools who have to accrue any overpayment, should do as part of their closing arrangements and this will be clawed back via the 2018/19 April advance. To account for this, could you please submit a **debtor accrual reduction** if your school has been overpaid – post it as a debit against 170XXX-8011. It is a reduction in income, so when completing the accrual template use the tab "Drs-LBE" accrual in the template sent with the year-end guidance and add these in as **positive values**.

There may be schools who have additional payments which may not arrive before completing the end of year return. In this case, if you close before this has been credited to your bank account, please add this to your accruals template as a 'normal' debtor on tab "drs-LBE". It is a debtor accrual – credit against 170XXX-8011. Please enter a negative figure ( as normal) on the internal debtors accruals template of the amount attached on the spreadsheet.

Kind regards,

**Geraldine Chadwick**

**Interim Senior Finance Business Advisor**

**Children & Schools Accountancy - Finance – Corporate Resources**

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