

## Heads Timetable

**App 4**

Monthly:	<ul style="list-style-type: none"> <li>- Last working day - Teachers Pensions/AVC's if not using LBE Payroll H2</li> <li>- Budget monitoring &amp; virements C1/2</li> <li>- Cash Flow forecast C5</li> <li>- Bank a/c reconciliations G1/2</li> <li>- Head or Governor to check petty cash fund JB</li> </ul>
Termly:	<ul style="list-style-type: none"> <li>- Budget monitoring for Finance Committee</li> <li>- Staff statement H7</li> <li>- Governing body meetings</li> <li>- 1 Autumn-plan training /occasional days for next academic year</li> <li>- Spring-governors agree training days</li> </ul>
Annually:	<ul style="list-style-type: none"> <li>- Report to parents</li> <li>- Private funds certified L7</li> <li>- Review insurance risks N1</li> <li>- Check inventories M3</li> <li>- Annual Teachers salary assessment</li> </ul>
<i>Monthly Timetable by Financial Year:</i>	
April	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> Cash Payment</li> <li>- Meet with Governors to ratify Budget</li> <li>- Monthly Budget Advance</li> </ul>
May	<ul style="list-style-type: none"> <li>- Outturn Position Reporting</li> <li>- 1<sup>st</sup> Friday Submit a balanced budget</li> <li>- Monthly Budget Advance</li> </ul>
June	<ul style="list-style-type: none"> <li>- School Balances Form</li> <li>- Teachers Annual Service Return Pensions H2</li> <li>- CFR</li> <li>- Monthly Budget Advance</li> </ul>
July	<ul style="list-style-type: none"> <li>- Send 1<sup>st</sup> Term Bank &amp; VAT Return</li> <li>- Monthly Budget Advance</li> </ul>
August	<ul style="list-style-type: none"> <li>- Monthly Budget Advance</li> </ul>
September	<ul style="list-style-type: none"> <li>- Set 3 Year Objectives</li> <li>- Review SIP</li> <li>- Monthly Budget Advance</li> </ul>
October	<ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Cash Payment</li> <li>- Pupil Census</li> <li>- Monthly Budget Advance</li> </ul>
November	<ul style="list-style-type: none"> <li>- Workforce Census</li> <li>- Monthly Budget Advance</li> </ul>
December	<ul style="list-style-type: none"> <li>- Send 2<sup>nd</sup> Term Bank &amp; VAT Return</li> <li>- Monthly Budget Advance</li> </ul>
January	<ul style="list-style-type: none"> <li>- Pupil Census</li> <li>- Indicative/final budget allocation</li> <li>- Decide on SLA buybacks</li> <li>- Monthly Budget Advance</li> </ul>
February	<ul style="list-style-type: none"> <li>- Review budget/prepare draft for Governing Body</li> <li>- 3<sup>rd</sup> Cash Payment</li> <li>- Monthly Budget Advance</li> </ul>
March	<ul style="list-style-type: none"> <li>- Creditor/debtor provisions</li> <li>- 3<sup>rd</sup> (Final) Bank &amp; VAT Return</li> <li>- 3<sup>rd</sup> (Final) Term Bank Account Return</li> <li>- Monthly Budget Advance</li> </ul>