

## Actions

## Monitoring

### Budget Planning

#### WCC

Confirmation of May statutory date of submission sent to schools.  
Understand which budget planning tool school are using.

#### School

Budget planning system completed using accurate information by May 1st.  
3 year budget plan approved by GB or sub committee for all schools.

#### WCC

Review of budget submissions.  
Check head teacher and CoG signature.

#### School

On going through head teacher updates and resource committee meetings.

### Termly Reporting

#### WCC

Start of each term submission date sent out to schools that do not buy SLA from EFS.\*  
Standard format / proforma sent out to schools for completion.  
For schools with relevant SLA with EFS - termly report produced.

#### School

School required to provide LA with forecasted details of anticipated income and expenditure.  
Use of data from "the system" to complete report.  
EFS SLA schools formally agree termly reports.

#### WCC

EFS finance visits.  
Where schools do not buy back - review of submission by SFS\*  
Where no return is submitted by school - SFS send financial warning notice ( ref 2.24 notice of concern paper)

#### School

On going through head teacher updates and resource committee meetings.

### Annual Returns / Year End

#### WCC

Statutory year end submission dates shared with schools (Jan) and standard format / proforma issued to schools.  
SFS to ensure returns are submitted by agreed date.

#### School

Amendments to be agreed by head teacher.  
Head Teacher and CoG to sign off.  
Finance data from the school system must be used.  
Complete SFVS and return by 31st March each year.

#### WCC

SFS review of year end submissions including opening and closing balances.  
Issues followed up with appropriate partners e.g. EFS school and Governors.  
End of year SFS review SFVS returns and circulates issues of concern to relevant teams.

#### School

Full Governors review end of year position using actual data from the system.  
School can seek additional assurance through audit paid for by themselves.

### Cash Flow Issues / Deficit Recovery

(Licensed Deficit Scheme—4.9)  
Ref Scheme for the financing of schools

#### School

School records advance request and submits cash flow request to SFS team.  
Request must be made with head teacher knowledge.  
Deficit recovery to be formed and agreed with SFS.  
GB report termly to WCC on performance against the agreed budget recovery plan (4.9.2)

#### WCC

Authorisation of school request for an advance formalised and communicated back to head teacher and school business manager electronically.  
Deficit Recovery Plan agreed by SFS.

#### School

CoG informed of request

#### WCC

Single point of contact identified from WCC to liaise with the school where appropriate.  
Sustainability Action Group or visit to school to assess situation and support deficit recovery plan / agree actions if concerns are not being addressed.  
Individual formal letter sent to head teacher and CoG where a concern had been identified.  
Notice of Concern to GB if the school has failed to comply (2.24.2)