

Report to School Forum

15 January 2024

Subject:	Schools Closedown Timetable 2023/24
Director:	Director of Children and Education Michael Jarrett
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1 Recommendations

- 1.1 The Schools' Forum note the Schools Closedown Timetable 2023/24.

2 Reasons for Recommendations

- 2.1 To advise members of the closedown deadlines for maintained schools for the 2023/24 annual accounts.

3 How does this deliver objectives of the Corporate Plan?

	<p>Best start in life for children and young people To deliver information and data from year end activities to inform future strategic decisions within the Education Sector.</p>
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4. Audited Accounts

- 4.1 The Government deadline for local authorities to publish their audited accounts is July 2024. It is, therefore, critical for all stakeholders to work together towards this deadline.
- 4.2 Whilst it is acknowledged that the schools Budget/Finance Officer may complete some of the tasks on schools' behalf, it is the responsibility of the Head Teacher to ensure all tasks are completed and that deadlines for submissions are adhered to. This may involve opening the school during the Easter break if there is no remote access.



4.3 A summary of the critical deadlines is set out below. Unless stated otherwise all deadlines are 1pm on the dates stated.

- 9th February 2024 - Leasing returns
- 8th March 2024 – Interim Capital Return
- 3rd April 2024 – Copy of Bank Statement - showing clearly the bank balance at the end of the day 31st March 2024. If schools do not have electronic access, please liaise with your banks to ensure this deadline is met. We cannot process your Excel Closedown Template until we have this.
- 15th April 2024 – Year End Excel Closedown Template (Final Capital Return should balance to interim).

4.4 In order to comply with external audit and achieve the closedown deadlines set by the authority, the Children’s Finance Team (CFT) will need to have the Excel Closedown Templates as and when they are completed. This will allow sufficient time for returns to be checked, queries resolved and information to be uploaded and reconciled to the Authority’s General Ledger.

4.5 A detailed position of Schools’ financial positions will be available when the provisional outturn report is prepared sometime in Summer 2024.

7. Implications

Resources:	As presented in this document.
Legal and Governance:	The schools’ forums (England) regulations 2012 govern the constitution and conduct of meetings of the forum. The schools finance (England) regulations 2012 determine those matters on which the local authority must or may consult the schools’ forum and those in respect of which the schools’ forum can make decisions. These regulations make provision for the financial arrangements of local authorities in relation to the funding of maintained schools and providers of prescribed Early Years provision in England.
Risk:	None
Equality:	None



Health and Wellbeing:	None
Social Value:	None
Climate Change:	None
Corporate Parenting:	None

8. Appendices

None

9. Background Papers

None.

