

SECTION 2 – LOCAL BANK ACCOUNT SCHEME

(Changes since the last version are highlighted)

Contents:	Page No:
1 FINANCIAL REGULATIONS	2
1.1 Introduction.....	2
1.2 Opening a Local Bank Account	2
1.3 Scope for Investment of Funds held in a Local Bank Account	3
1.4 Account Charges and Overdrafts	3
1.5 Scope for Making Payments Locally	3
1.6 Encashment Facilities	4
1.7 Information and Certificates on the Local Bank Account.....	4
1.8 Mandates.....	5
1.9 Credit/Government Procurement Cards (GPCs)	5
1.10 On Line Banking.....	6
1.11 Closing a Local Bank Account.....	7
2 THE ADMINISTRATION OF LOCAL BANK ACCOUNTS	8
2.1 Which Budgets Are Advanced to the Local Bank Account?	8
2.2 Proportion of budget share payable at each instalment	8
2.3 Timing and Method of Payment of Advances to Schools	8
2.5 Centrally Held Pay Budgets.....	9
2.6 Deduction from School Budgets for Loss of Interest to the County Council.....	10
2.7 Cash Income	10
2.8 Debtors Invoices.....	10
2.9 Information on Expenditure Required from Schools.....	10
2.10 VAT.....	11
2.11 Bank Reconciliation	11
2.12 Reconciliation with ERP Oracle.....	12
2.13 Central Reconciliation of the Local Bank Accounts	13
2.14 Retention and Storage of Vouchers/information	13
2.15 Construction Industry Tax Scheme	14
2.16 Access to Locally Held Information	14
2.17 Audit.....	14
2.18 Statutory Accounts	14
2.19 Year End Balances.....	14
Appendix 1 <u>SCHEDULE OF NON-PAY ADVANCES TO SCHOOLS</u>	16

1 FINANCIAL REGULATIONS

1.1 Introduction

1.1.2 This section forms part of the NCC Financial Management Handbook for Schools.

1.1.3 The document is to be followed by schools in opening a local bank account and in the subsequent operation of the account. The school is to make a copy of the scheme available to its chosen financial institution before a local bank account is opened. A local bank account opened in a manner or form that does not follow these instructions will not be an official public funds account and the County Council will not be responsible for such an account. Only the NCC Head of Finance may authorise the opening of bank accounts on behalf of the County Council.

1.1.4 A persistent or wilful failure to operate a local bank account in accordance with these regulations or a continued inability to operate a local bank account in a satisfactory manner shall cause the County Council to close the local bank account. In such circumstances the Authority shall review the fitness of the school to continue to exercise powers of delegated management.

1.1.5 The latest version of all local bank account forms (referred to as an LB form in this document) are available on the [LGSS Schools Finance website](#).

1.2 Opening a Local Bank Account

1.2.1 Each school may have ONE interest bearing cheque book account and a linked deposit account at a bank, building society or post office. The linked deposit account must be held with the same financial institution as the cheque book account. A list of banking institutions which may be used by schools is contained in the NCC Scheme for Financing Schools.

1.2.2 Before opening its local bank account the Governing Body must ensure that the standard notification form (available on the LGSS Schools Finance website) is completed, and obtain the certification of the local manager of the financial institution that the account is in accordance with these instructions. The form should be sent to LGSS Schools Finance who will then forward it to the NCC Head of Finance for his/her approval of the terms of the account and the standing of the financial institution.

1.2.3 The title of the local bank account and the title printed on cheques must include the words **Northamptonshire County Council** or **NCC**. This is to ensure that the account is clearly identified from any private funds accounts the school may have.

1.2.4 The local bank account must not be used for private funds - see Section 12 - Private Funds.

- 1.2.5 The local bank account should not include the facility to withdraw cash at cash dispensers.
- 1.2.6 The financial institution must accept cheques payable to 'Northamptonshire County Council – School Name' without endorsement.
- 1.2.7 The school may only normally change its bank account at the beginning of the financial year – advice should be sought from LGSS Schools Finance in advance of any such action.

1.3 Scope for Investment of Funds held in a Local Bank Account

- 1.3.1 The cash advanced to schools is to be used only for expenditure on the education of the pupils in the school. Local authorities do not have general powers to invest balances in property, stocks, shares or other financial instruments and this legal position also applies to the schools maintained by the Authority. A school may only invest sums advanced into its local bank account in the sense of placing them in the local cheque account or the linked deposit account.

1.4 Account Charges and Overdrafts

- 1.4.1 Any charges arising from the operation of the local bank account will be a charge on the school's budget. The County Council/NatWest cash management scheme offers free banking for normal facilities such as a cheque book, standing orders, direct debit and regular statements. However, the precise terms will depend on the account the school decides to open.
- 1.4.2 Schools have no power to borrow and will not be able to obtain overdraft facilities. Where an unplanned overdraft occurs, the school's budget will be charged any interest or other charges that arise. The County Council will underwrite such overdrafts to honour cheques issued by the school.
- 1.4.3 If a local bank account is overdrawn, the financial institution must promptly notify both the school and **LGSS Schools Finance**.

1.5 Scope for Making Payments Locally

- 1.5.1 The school may use its cheque book, or the other banking facilities available with its account (e.g. On line Banking or BACs payments), to pay for any of its non-pay expenditure both to suppliers external to the County Council and to internal suppliers.
- 1.5.2 A school must not pay its employees from the local bank account unless it is opting out of the LGSS Payroll Service and is making its own arrangements for payroll administration (please refer to Section 3 - Employees - Schools Operating Their Own Payroll). In such cases any payments to employees must be made as part of the payroll administration.

1.6 Encashment Facilities

The bank accounts of schools in the County Council/NatWest scheme are held at the Northampton, Drapery branch. Arrangements are made for schools to cash cheques at the local NatWest, or when there is no NatWest in the locality, at other high street banks.

1.7 Information and Certificates on the Local Bank Account

- 1.7.1 The governing body is responsible for the provision of such information on the NCC Head of Finance in a form and to a timetable to be prescribed by him/her - this includes VAT returns.
- 1.7.2 Each month the financial institution must send a bank statement to the school. The school shall reconcile the statement to its local records and retain the working papers supporting the reconciliation for audit inspection. If the school cannot reconcile its bank account, the headteacher should notify LGSS Schools Finance promptly. If any irregularity or fraud is suspected, the headteacher must immediately report the matter to LGSS Internal Audit. A copy of the reconciliation form (LB6) plus the bank statement(s) is to be submitted to LGSS Schools Finance in accordance with the published timetable (the Schools Action Calendar).
- 1.7.3 The County Council's finance staff (LGSS) and its internal and external auditors must be given access to all records relating to the local bank account on request, including information held on the local accounting system e.g. the SIMS Finance Module and correspondence between the school and the financial institution.
- 1.7.4 The school's local accounting system e.g. the SIMS Finance Module contains important financial information and must be operated in a manner which satisfies the NCC Head of Finance and in accordance with any instruction issued by him/her or by LGSS Schools Finance on his/her behalf. Information must be recorded on the schools accounting system promptly and should reflect the transactions recorded on the school's bank statement.
- 1.7.5 Any cheque that requires cancellation must be clearly marked 'cancelled' and retained for audit purposes.
- 1.7.6 Payment vouchers retained at the school should be stored in a secure place and in accordance with any instructions issued by Strategic Finance Manager LGSS Schools Finance on behalf of the NCC Head of Finance.
- 1.7.7 Paid cheques are to be held by the financial institution and not returned to the school. The financial institution must make a copy of any cheque available to the school, or LGSS finance staff or the NCC's external auditors promptly on request.

1.8 Mandates

- 1.8.1 All cheques, authorisations for direct debit arrangements or standing orders, and any other form of expenditure drawn on the local bank account must be signed by at least two persons whose appointment has been approved by the Governing Body.
- 1.8.2 For cheques, authorisations for direct debit arrangements or standing orders, and any other form of expenditure (e.g. On line banking or BACs payments) of a value greater than £20,000 three signatories approved by the Governing Body are required, including the Chairman of the Board of Governors or Deputy Chair of Governors or Chair of Finance Committee. The limit will be reviewed from time to time by the NCC Head of Finance.
- 1.8.3 On no occasion should two or more of the signatories to a transaction be related.
- 1.8.4 Cheques must not be pre-signed and must be stored in a secure place.
- 1.8.5 Any change in the signatories to the account is to be approved by the Governing Body and notified to the banking institution on the appropriate "Changes to Authorised Signatories" form. A copy of the form should be retained at the school for audit purposes.

1.9 Credit/Government Procurement Cards (GPCs)

- 1.9.1 Schools may if they wish to, have credit cards e.g. Visa/MasterCard or GPC but not store charge cards. Where a school opts to have such cards or GPCs the following regulations will apply.
- 1.9.2 The Governing Body should agree the use of a credit/GPC card within the school and agree the credit limit for the card. A member (or members) of staff should be nominated as the card holder(s). These decisions should be clearly minuted.
- 1.9.3 The Headteacher should complete the bank credit/GPC card application form signed by him/herself.
- 1.9.4 When the card(s) is received at the school it should be stored in a secure place such as a safe, to which there is limited access.
- 1.9.5 The nominated card holder(s) should sign a declaration before being issued with a card. The declaration will list the card number, the credit limit, likely uses, an agreement not to misuse the card or to use it for personal gain and to observe rules for using the card i.e. regular submission of receipts for inspection, etc.
- 1.9.6 The cardholder will then sign the back of the credit card in the Headteacher's presence and it should be stored in a secure place except when being used.

- 1.9.7 The cardholder(s) will be given a copy of this guidance when the card is handed over.
- 1.9.8 Personal Identification Numbers (PINs) will be issued direct to the card holder who must not disclose this information to any other person.
- 1.9.9 All cards will have a monthly credit limit. All card holders should maintain a record of expenditure incurred.
- 1.9.10 Card holders should ensure that full and official VAT receipts are obtained in all instances where the card is used. These should be submitted to the Head Teacher. Monthly statements will be received directly by the Headteacher.
- 1.9.11 The Headteacher should ensure that all expenditure was properly incurred by the card holder(s) in the course of their official duties, and is fully supported by signed vouchers and receipts. The card holder should also examine and sign the statement, to confirm their agreement to the expenditure stated on it.
- 1.9.12 If the Headteacher is satisfied he/she should sign the statement as evidence of check.
- 1.9.13 Each month the balance on the credit/GPC card should be cleared to nil by making payment from the local bank account and coding the expenditure to the appropriate codes, including the VAT.
- 1.9.14 If the card is misused it should be immediately withdrawn from the card holder and cancelled with the banking institution concerned.
- 1.9.15 If the card is lost, the loss must be immediately reported to the Headteacher and the bank.
- 1.9.16 The school will bear the risk in case of misuse.
- 1.9.17 If a card holder leaves their employment, the card must be handed in to the Headteacher, destroyed, cancelled at the bank and a replacement card requested for their successor.
- 1.9.18 Value for money should be obtained for all purchases and any annual charge should be taken into account when applying for the card bearing in mind the proposed frequency and value of usage.
- 1.9.19 Further details regarding the NCC Government Procurement Card are on the LGSS Schools Finance website.

1.10 On Line Banking

- 1.10.1 Schools are permitted to make arrangements with their bank for on line banking facilities to be made available for their current and linked deposit accounts, subject to the following:

- Permission for the school to sign up to the facility should be authorised in advance by the governing body or finance committee and minuted.
- Any application form for on line banking (or payment facilities such as Streamline) can only be signed by the Chair of Governors or Headteacher who is on the bank mandate.
- Delegation of authority to gain access to the on line banking facility to make payments or other transactions must be included in the school scheme of delegation. Staff or governors with read only access to the account must also be shown.
- The safeguarding of on line banking logins and passwords must be afforded the same level of security as all other bank items such as credit cards/GPCs/payment machines etc.
- Invoices etc must be clearly authorised for payment for on line payment before payment is actioned.
- Similar arrangements in terms of authorisation and administration apply to making use of on line payment facilities (e.g. Streamline or BACs). A separation of duties must be in place and the cheque signatories must inspect and sign the list of payments reports to ensure it agrees to the invoices to be paid. The controls in place should not be reduced because an electronic method of payment is being used.

1.11 Closing a Local Bank Account

A Local Bank Account may only be closed in the following circumstances:

- (i) **On the closure of the school** – in this event arrangements are to be made for the administration of the local bank account to be formally passed to LGSS Schools Finance at a date and time agreed between the Governing Body and LGSS Schools Finance staff. All transactions following this date will be handled by LGSS Schools Finance.
- (ii) **On the transfer of the account to another financial institution** – this is to be agreed by the Governing Body and arrangements made for the balance to be transferred. The school will be required to follow the procedures for Opening a Local Bank Account as shown above. LGSS Schools Finance should be notified as soon as a school is planning to change their banking arrangements as this will affect cash transfer arrangements.

2 THE ADMINISTRATION OF LOCAL BANK ACCOUNTS

2.1 Which Budgets Are Advanced to the Local Bank Account?

The budget share will be divided into two main categories for the purpose of bank account advances i.e. pay and non-pay.

For schools using the LGSS Payroll service, the non-pay budgets only will be advanced to the local bank account in four instalments. The pay budget will be retained centrally **by LGSS Payroll to cover the cost of salaries and on costs**.

For schools making their own payroll arrangements the whole budget will be advanced in thirteen instalments.

2.2 Proportion of budget share payable at each instalment

Schools using the LGSS Payroll Service:

- The non-pay budget will be calculated using the figures on the school's budget proposal form i.e. the total budget less employees costs, travel, rates (for those schools not paying their rates locally).
- The advances of the non-pay budget will be as follows:

April	20%
July	30%
October	20%
January	30%

- The amount of the non-pay expenditure budget is calculated using the school's budget proposal for the year. The first advance will be made to the school's bank account based on the previous year's budget share set aside for non-pay related costs as this is made prior to the school submitting its budget for the financial year. Any over or under payment of the first advances will be adjusted in subsequent advances.

Schools making their own payroll arrangements:

- There will be 13 advances per year - 1/13th of the budget on 1 April and then 1/13th on the school's pay date each month thereafter.

2.3 Timing and Method of Payment of Advances to Schools

All advances from the Authority will be directly into the school's local bank account by BACS payment. A standard notification form (**or a web publication**) will be sent to schools each time a payment is processed. This identifies the individual components and the amount of each advance.

- Advances - The amounts of each successive advance of the non-pay budget will normally be as shown in Appendix 1.
- Accelerated Advances an - Schools may request accelerated advances subject to certain conditions. A school will have to complete and return LB16 form "Request for Accelerated Advance" together with supporting information to demonstrate that an accelerated advance is required to meet expenditure, and not to allow the accrual of additional interest.
- Rates - If the school has only the non-pay budget advanced, an amount equal to the budget for rates included in the school's final budget share will be held centrally, and the school will be charged centrally by journal for this amount.
- If the school the total budget advanced to their bank account, the school will be invoiced for an amount equal to the budget for rates included in the school's final budget share.

2.4 Adjustments to Advances or Clawbacks

If the school has only their non-pay budgets advanced, the advances will be adjusted for virements between the pay and non-pay budgets during the year and also for any additions/deductions to budget.

In the event that the adjustment results in a negative balance, schools will be required to send a cheque for the amount concerned (clawback) to LGSS Schools Finance within 14 days of the notification being received.

If payment is not received by the due date, LGSS Schools Finance will advise the school of non receipt and provide the school with a further 14 days period in which to send the cheque. If payment is not then received, the reduction will be made from the next advance, which will be reflected in the next advance.

Schools that have their entire budget advanced will only have adjustments for additions/deductions to budget and not for any virements that take place.

2.5 Centrally Held Pay Budgets

For schools using the LGSS Payroll service their pay budgets will be retained centrally in order to meet their salary costs. The pay budgets will be monitored throughout the year by LGSS Schools Finance to ensure that as the authority is making payment for staff salaries from its central bank account and that sufficient pay budgets are held centrally by the school to meet these costs. Where necessary, adjustments will be made with the school concerned in the event of the centrally held pay budget being insufficient to meet the annual costs.

2.6 Deduction from School Budgets for Loss of Interest to the County Council

The County Council is able to invest its cash balances and the interest received offsets the cost of services to the Community Charge payer. If those balances are reduced because of cash advances to schools the total sum that can be invested and the interest it can earn is reduced. This is a cost to the County Council and to the Community Charge payer.

The timing and method of payments are set out in Appendix 1. This is based on the pattern of expenditure for non-pay expenditure budgets for all schools.

Schools that have their pay budgets advanced are charged interest as set out in the Northamptonshire Scheme for Financing Schools; this is calculated individually for each school.

2.7 Cash Income

Income can be paid into the local bank account. Please refer to Section 8 – Income for guidelines on which type of income can be paid into official funds and the procedures to be followed.

2.8 Debtors Invoices

Schools are responsible for raising their own invoices, for administering their own income, and for debt collection, in accordance with the Accounts Receivable regulations in Section 8 – Income.

2.9 Information on Expenditure Required from Schools

Schools are required to submit an analysis of the payments made from the local bank account in order to update the statutory accounts periodically with the expenditure incurred by the school as follows:

(i) Non-pay expenditure

Information on the non-pay expenditure from the local bank account is required on a quarterly basis by dates specified by the Business Partner LGSS Schools Finance. Details are submitted together with a completed LB4 form for use by schools operating the SIMS Finance Module. Schools that operate other local accounting systems will be required to submit information in a similar format to that produced by the SIMS Finance Module.

This information will be used to complete VAT returns, reimburse the school for VAT it has paid on its purchases, and update the Council's General Ledger system (ERP Oracle).

Electronic transfer of data is used for schools using the SIMS Finance Module.

(ii) Schools operating their own payroll

Such schools are required to submit details of their payroll expenditure on a monthly basis by the dates specified by the Strategic Finance Manager LGSS Schools Finance. Details are submitted together with a completed LB18 form.

This information will be used to update the Council's General Ledger system (Oracle).

2.10 VAT

Local authorities normal activities such as Education are outside the scope of VAT and hence the County Council can reclaim VAT on its purchases from Customs and Excise.

To avoid each school having to make separate VAT returns, the County Council will continue to prepare returns using the information supplied by schools by means of a quarterly VAT report return and will normally reimburse VAT paid into local bank accounts within 28 days of receiving information from schools.

Penalties imposed by Customs and Excise for false or inaccurate declaration of VAT will be charged to local bank accounts and so to school budgets.

Schools must pay particular attention to the regulations regarding the requirement to charge Output tax on income collected by the school. Please refer to the Section 5 – VAT.

2.11 Bank Reconciliation

The School's local accounting system e.g. the SIMS Finance Module should reflect the local bank account i.e. it should agree with the bank statements taking into account the timing differences between cheques being drawn and presented and income being received and credited to the bank account.

A comparison between the two should therefore be made each time a bank statement is received. It is essential that this procedure be carried out regularly and correctly. The importance of this cannot be over emphasised and for Internal Control purposes senior management within the school should ensure this has been done by the Bursar/Finance Administrator and sign off the completed reconciliation.

Following receipt of the bank statement, reconciliation of the bank account on the school's local system must be carried out.

A Bank Statement Comparison Report and the Bank Statement Reconciliation form LB6 must be submitted showing that reconciliation has been achieved to the previous Bank Statement. The LB6 form is for use by schools operating

the SIMS Finance Module. Schools that operate other local accounting systems will be required to submit information in a similar format to that produced by the SIMS Finance Module. For schools that receive weekly statements, a return should be made with the last statement for the month.

If schools are unable to reconcile their bank account they should contact LSGSS Schools Finance.

The headteacher or a member of the senior management team in the school should sign the form to confirm that the reconciliation has taken place. (Where the finance administrator is a member of the senior management team they can only sign this if confirming the work of another member of staff).

The completed LB6 and accompanying bank statement(s) must be submitted to LGSS Schools Finance in accordance with the annual timetable issued.

2.12 Reconciliation with ERP Oracle

Monthly ERP Oracle reports will be provided to all schools by LGSS Schools Finance.

These will show the budget allocated to the school, plus the following expenditure details.

- | | | |
|-----|---------|--|
| (i) | Payroll | all transactions at detailed level for each employee per month for schools using LGSS Payroll. |
| | or | for schools not using LGSS Payroll the total for all transactions for each detail code per month |

Pay related expenditure is updated automatically on ERP Oracle each month for schools using LGSS payroll. For schools operating their own payroll this will be one month in arrears.

- | | | |
|-------|---------------------|--|
| (ii) | Income | total for all transactions for each detail code in a claim period. |
| (iii) | Non-Pay Expenditure | total for all transactions for each detail code in a claim period. |

The non-pay expenditure (VAT) returns from schools are used to update the statutory accounts every quarter.

The Oracle reports must be checked to see that the transactions recorded correspond to the reports submitted by the school using an LB26 form

Schools should note that the cumulative expenditure totals for non-pay will only agree at the end of the financial year as the Oracle accounts are only updated quarterly yet the schools local system is updated on a day to day

basis. The reports from the local accounting system e.g. SIMS Finance Module should therefore be used for reporting to Governors meetings.

2.13 Central Reconciliation of the Local Bank Accounts

Following the closedown of accounts at the end of each financial year, a central reconciliation will be carried out by LGSS Schools Finance to ensure that the statutory accounts truly reflect the schools' local bank account transactions.

This is a three part exercise:

1. reconciliation of the budget advanced - to check that the correct amount of cash has been advanced to the school's bank account
2. reconciliation of the school's ERP Oracle codes to the local bank advances code – to check that income and expenditure by the school has been recorded correctly on the statutory accounts.
3. reconciliation of the local bank account advances code to the local bank statement as at 31 March.

Any errors found in these reconciliations will be an adjustment to the next year's accounts and may result in either credits or debits being made to the school's Oracle accounts or additions/deductions to advances (see also Paragraph 2.4).

In the case of debits or credits being made to the schools accounts this is, in effect, a deduction or increase in the carry forward balances as the new financial year is debited or credited with expenditure or income which should have been recorded in the old year.

Additions or deductions to advances are an adjustment to cash in the bank account only and do not affect the carry forward balances or income or expenditure.

LGSS Schools Finance will provide details of any adjustments required to the school account.

2.14 Retention and Storage of Vouchers/information

All local bank account invoices and vouchers (and payroll records for schools operating their own payroll) are to be stored in the school. These documents are prime records of NCC and may be needed for access by Internal Audit, External Audit, VAT Inspectors, etc from time to time. Therefore schools must ensure secure storage of these documents for six years as per the retention guidelines which are published on the LGSS Schools Finance website.

All financial records for schools which close are to be stored in the NCC archives for the statutory period – these arrangements are to be included in

the school plan for closure.

2.15 Construction Industry Tax Scheme

Changes in legislation means that this no longer applies to schools who meet certain requirements. Please refer to Section 7 of the Northamptonshire Scheme for Financing Schools.

2.16 Access to Locally Held Information

Whilst the financial and personnel information on a school's local system e.g. the SIMS Finance Module has been created and input by the school and is primarily for use by the school, it is part of the County Council's financial and personnel information database. It must be available to the authority's finance staff and its internal and external auditors on request. Similarly the information on the school's local bank account, including bank statements and correspondence, is to be available on request to the authority's finance staff and its internal and external auditors.

Similarly, when a school closes, a copy of all financial and personnel data held on the schools accounting system must be made available to the local authority for retention purposes.

2.17 Audit

In order to meet the NCC Head of Finance responsibilities under S.151 of the Local Government Act 1972, the Accounts and Audit Regulations 1996 and the DES circular 7/88, it is necessary for the schools to be subject to regular internal audit.

2.18 Statutory Accounts

The general ledger system i.e. ERP Oracle, will remain the statutory accounts of the authority. The school's local system e.g. SIMS Finance Module whilst not forming part of the statutory accounts, contains important supporting information. This must be operated in a manner to satisfy the NCC Head of Finance and in accordance with any instruction issued by him/her or the Business Partner LGSS Schools Finance on his/her behalf.

2.19 Year End Balances

After the County Council's accounts are closed for the financial year, to ensure that schools have in their bank accounts all of their carry forward, cash will either be deducted from, or added to, the next bank account advance (see also paragraph 2.4).

The adjustment will be determined by taking into consideration any over or under spending on the school's centrally held budgets e.g. pay budgets for schools that retain these centrally.

The whole of the school's carry forward for the year will then be held as a cash balance in its local bank account.

Appendix 1

SCHEDULE OF NON-PAY ADVANCES TO SCHOOLS

Advance	% of Non-Pay Expenditure Budget (excluding Business Rates)	Advance Dates for 2012-2013
1	20%	2 April 2012
2	30%	2 July 2012
3	20%	1 October 2012
4	30%	2 January 2013

Schools with a non-pay budget of £15,000 or less receive 2 advances of 50%, the first in April and the second in October.

Note

The amount advanced can be accelerated subject to the following conditions:

- (a) (i) the total amount advanced in April should not exceed 40% of non-pay expenditure budget (excluding business rates).
- (ii) the total amount advanced in October should not exceed 80%.
- (b) the school can show that the advance is required to meet expenditure by the completing and returning form LB16 plus relevant supporting information.

SCHEDULE OF ADVANCES FOR SCHOOLS THAT HAVE ALL OF THEIR BUDGET ADVANCED

1/13th of the budget will be advanced on 1 April and 1/13th on the school's pay date each month.