

A42 2020-21 FINANCIAL CALENDAR FOR SCHOOLS

Month	Council, Cabinet and Schools Forum	Budget Preparation and Budget Monitoring	SAP and other Financial Tasks
MONTHLY PROCEDURES	<ul style="list-style-type: none"> Cabinet receives Monitoring Report (MMR) on education spending Schools Forum sub-committees meet prior to full Forum meetings 	<ul style="list-style-type: none"> Produce budget monitoring for Headteacher and Governor consideration on a monthly basis. Schools with a deficit budget, loan, special measures or cause for concern to send budget monitoring monthly to Education Finance Service Voluntary funds (Special Purposes Accounts) an audited set of accounts to be sent to LA on an annual basis, within 6 months of accounts year-end 	<ul style="list-style-type: none"> Submit payroll forms for processing Review and update income and expenditure profiles Undertake monthly SAP tasks (see user guide) As budget amended update to SAP (plan version 301) Note, schools not expected to amend budget plan before September
APRIL (APRIL BREAK (6 to 17 April 2020))	<ul style="list-style-type: none"> Schools Forum planning meeting early April (provisional) 	<ul style="list-style-type: none"> Plan for the use of Devolved Capital in light of Asset Management Plan and "CERA" requirements Present budget plan and School Development/Improvement Plan to governing body and/or sub-committee(s) Governors approve budget plan which is then sent to Education Finance Service Governors review Best Value statement Schools and Learning buyback offer (effective from 1 September 2020) 	<ul style="list-style-type: none"> Follow closedown/CFR guidance – 2019-20 old year – send required reports by e-mail Corporate Finance or Education Finance Service (EFS) as instructed Formula funding allocated into SAP (by local authority Corporate Finance) School to review and amend financial procedure documents Set date for governing body to review and sign-off SFVS return due to be submitted to LA by 31 January 2021
MAY (Bank Holiday 8 May 2020 School Break 26 to 29 May 2020)		<ul style="list-style-type: none"> Publish 2019-20 carry forward Statutory deadline for submission of primary and secondary school budgets, set 1 May, special schools 15 May. 	<ul style="list-style-type: none"> Allocate budget to SAP by 31st May (plan version 300) School to review year end "published" figures and inform Corporate Finance of material discrepancies
JUNE	<ul style="list-style-type: none"> Schools Forum meeting 17 June Schools Forum reports on School Revenue and Capital Balances 2019-20, Update School Budget plans 2020-21 Local authority Review of School Balances 2019-20 		<ul style="list-style-type: none"> Devolved Capital allocations confirmed Provisional deadline 12 June for Consistent Financial Reporting (CFR) queries from schools to LA

A42 2020-21 FINANCIAL CALENDAR FOR SCHOOLS

Month	Council, Cabinet and Schools Forum	Budget Preparation and Budget Monitoring	SAP and other Financial Tasks
JULY	<ul style="list-style-type: none"> National Formula Funding, government expected to continue to refine approach and possibly consult on further improvements to methodology Schools Forum update on National Funding Formula Review for following years (provisional, by correspondence) Schools budget monitoring to Schools & High Needs Sub-committee 	<ul style="list-style-type: none"> First quarter budget monitoring report to LA by mid-July 2020 (provisional). 	<ul style="list-style-type: none"> 17 July deadline for Consistent Financial Reporting (CFR) to DfE (from LA)
AUGUST	SUMMER HOLIDAYS (22 July to 1 September 2020, with 2nd being countywide inset day)		
SEPTEMBER	<ul style="list-style-type: none"> Schools Forum update on National Funding Formula and provisional funding for 2021-22 	<ul style="list-style-type: none"> Reflect actual September pupil admissions in budget planner for future years, begin to identify potential pressures due to pupil number, staff and cost changes Consider current and new development implications on School Development/Improvement Plan (SDP/SIP) 	<ul style="list-style-type: none"> No formula funding, but Early Years and Pupil Premium updates allocated into SAP (by Corporate Finance) Review and update finance Policy/Procedures document
OCTOBER (School Break 26-30 October 2020)	<ul style="list-style-type: none"> Schools budget monitoring to Schools & High Needs Sub-committee Formula Implementation proposals for 2021-22 and onward (provisional) Formula funding model for 2021-22 to DfE (provisional) 	<ul style="list-style-type: none"> 1 October PLASC count date Update on Council budget strategy and funding model letters from LA (provisional) Submit second budget monitoring reports to Education Finance Service (to be received by mid-October) Continue consideration of current and new development implications on School Development/Improvement Plan (SDP/SIP) Back office services offer, effective September 2020 (provisional) 	<ul style="list-style-type: none"> SFVS self-assessment guidance 2020-21 issued, schools to programme appropriate governor meeting(s) to consider response and begin annual review. SFVS return due to be submitted to LA by 31 January 2021
NOVEMBER	<ul style="list-style-type: none"> Formula Consultation and proposals (provisional) Schools budget monitoring to Schools & High Needs Sub-committee 	<ul style="list-style-type: none"> Use budget monitoring to review past expenditure to begin to inform budget preparation 	
DECEMBER (Christmas 21 December 2019 to 1 January 2021)	<ul style="list-style-type: none"> Schools budget monitoring to Schools & High Needs Sub-committee Schools Forum (date to be confirmed) Dedicated Schools grant allocations for 2021-22 issued by DfE Formula Implementation proposals for 2021-22 	<ul style="list-style-type: none"> Use budget monitoring to review past expenditure to inform budget preparation Updated Planner workbook issued (proposed) 	<ul style="list-style-type: none"> Closedown notes and timetable for 2020-21 issued

A42 2020-21 FINANCIAL CALENDAR FOR SCHOOLS

Month	Council, Cabinet and Schools Forum	Budget Preparation and Budget Monitoring	SAP and other Financial Tasks
	to 2023-24 (provisional) <ul style="list-style-type: none"> Schools Forum reports on draft DSG budget plans 2021-22 to 2023-24 		
JANUARY 2021	<ul style="list-style-type: none"> Schools Forum to “finalise” Schools Budget allocation Schools Forum (date to be confirmed) County Council budget consideration Schools Forum reports on update to DSG budget plans 2021-22 to 2023-24 	<ul style="list-style-type: none"> Compare actual pupil numbers with those budgeted in budget planner, refine implications of potential pressures due to pupil number, staff and cost changes Submit third budget monitoring report to Education Finance Service (due to be received by mid-January 2021) 	<ul style="list-style-type: none"> No formula funding, but Early Years and Pupil Premium updates allocated into SAP (by Corporate Finance) SFVS self-assessment to be submitted to local authority
FEBRUARY (School Break 15 to 19 February 2021)	<ul style="list-style-type: none"> Schools budget monitoring to Schools & High Needs Sub-committee Formula funding model for 2021-22 to be confirmed by DfE (provisional) Schools Forum (date to be confirmed) Schools budget monitoring to Schools & High Needs Sub-committee 	<ul style="list-style-type: none"> Review School Development/Improvement Plan, Asset Management Plan to identify budget priorities Review data on expected pupil numbers (for future years) Budget allocations issued mid-February (or earlier) Budget allocations issued on Intranet (statutory deadline currently end of February for primary and secondary schools, end of March for special schools) 	<ul style="list-style-type: none"> Prepare for year end 2020-21 – review all processes and SAP documents (weekly during February and March) for out of date, incorrect or unwanted items No formula funding, but Early Years and Pupil Premium updates allocated into SAP (by Corporate Finance)
MARCH	<ul style="list-style-type: none"> Schools Forum (date to be confirmed) 	<ul style="list-style-type: none"> Guidance and updated planning tool available on Intranet (if required) Budget surgeries available Submit final budget monitoring report to Education Finance Service (due to be received by mid-March 2021) Financial year ends on 31 March 2021 	<ul style="list-style-type: none"> Continue closedown work for year end 2020-21 –send required reports by e-mail Corporate Finance or Education Finance Service (EFS) as instructed Devolved Capital balances published 31st March last day of 2020-21 financial year
April 2021			<ul style="list-style-type: none"> 1 April 2021 new 2021-22 financial year begins, schools not able to post transactions into previous 2020-21 financial year
Easter Break 1 to 16 April 2021			
Provisional: 28 February Statutory deadline for formula papers issued to mainstream primary and secondary schools while deadline for maintained special schools is provisional 31 March (LA aim to issue as early as possible)			

A42 2020-21 FINANCIAL CALENDAR FOR SCHOOLS

Month	Council, Cabinet and Schools Forum	Budget Preparation and Budget Monitoring	SAP and other Financial Tasks
-------	------------------------------------	--	-------------------------------

Finance support services are provided by Education Finance Services Hampshire County Council

For the most up to date financial information and processes, please refer to the Schools Finance pages of the intranet and follow the links

Contact details are provided on the Intranet for each schools' nominated finance adviser.

If you can't reach your nominated EFS finance adviser e-mail efs.help@hants.gov.uk

ICT SERVICE DESK 0845 052 1000

FINANCE TRAINING – Details of training courses available are on the intranet.

SCHOOLS NEWS and SCHOOL FINANCE Available on the intranet, with regular updates on finance and other issues.