

A42 2022-23 FINANCIAL CALENDAR FOR SCHOOLS

Month	Council, Cabinet and Schools Forum	Budget Preparation and Budget Monitoring	IBC 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 	<ul style="list-style-type: none"> Submit payroll forms for processing Review and update income and expenditure profiles Undertake monthly IBC tasks (see user guide) As budget amended update to IBC (plan version 301) Note, schools not expected to amend budget plan before September
APRIL 2022	<ul style="list-style-type: none"> Schools Forum meeting 26 April 	<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 Schools and Learning buyback offer (effective from 1 September 2022) 	<ul style="list-style-type: none"> Follow closedown/CFR guidance – 2020-21 old year Formula funding allocated into IBC (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 2023
MAY		<ul style="list-style-type: none"> Publish 2021-22 carry forward Statutory deadline for submission of primary and secondary school budgets 6 May, special schools 13 May 	<ul style="list-style-type: none"> Allocate budget to IBC 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 13 June Local authority Review of School Balances 2022-23 		<ul style="list-style-type: none"> Devolved Capital allocations confirmed Provisional June deadline for Consistent Financial Reporting (CFR) queries from schools to LA
JULY	<ul style="list-style-type: none"> National Formula Funding, government expected to continue to refine approach Schools Forum update on National Funding Formula Review for following year 	<ul style="list-style-type: none"> First quarter budget monitoring report to LA by mid-July 2022 (provisional) 	<ul style="list-style-type: none"> July deadline for Consistent Financial Reporting (CFR) to DfE (from LA)
AUGUST			
SEPTEMBER	<ul style="list-style-type: none"> Schools Forum meeting 14 September Schools Forum update on National Funding Formula and provisional funding for 2022-23 	<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 IBC (by Corporate Finance) Review and update finance Policy/Procedures document

OCTOBER 2022	<ul style="list-style-type: none"> Formula Implementation proposals for 2022-23 and onward (provisional) Formula funding model for 2022-23 from DfE (provisional) 	<ul style="list-style-type: none"> Census count date 6 October 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 2022 (provisional) 	<ul style="list-style-type: none"> SFVS self-assessment guidance 2022-23 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 2023
NOVEMBER	<ul style="list-style-type: none"> Schools Forum meeting 8 November Formula Consultation and proposals (provisional) 	<ul style="list-style-type: none"> Use budget monitoring to review past expenditure to begin to inform budget preparation 	
DECEMBER	<ul style="list-style-type: none"> Dedicated Schools grant allocations for 2023-24 issued by DfE Formula Implementation proposals for 2023-24 to 2025-26 (provisional) Schools Forum reports on draft DSG budget plans 2023-24 to 2025-26 	<ul style="list-style-type: none"> Use budget monitoring to review past expenditure to inform budget preparation, keep working budget updated in BPS Updated Planner workbook issued (proposed) 	
JANUARY 2023	<ul style="list-style-type: none"> Schools Forum to “finalise” Schools Budget allocation Schools Forum meeting 17 January County Council budget consideration Schools Forum reports on update to DSG budget plans 2023-24 to 2025-26 	<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 2023) 	<ul style="list-style-type: none"> Closedown notes and timetable for 2022-23 issued No formula funding, but Early Years and Pupil Premium updates allocated into IBC (by Corporate Finance) SFVS self-assessment to be submitted to local authority
FEBRUARY	<ul style="list-style-type: none"> Formula funding model for 2023-24 to be confirmed by DfE (provisional) Schools Forum meeting date 8 February 	<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 on Intranet (deadline currently end of February for maintained schools) 	<ul style="list-style-type: none"> Prepare for year end 2022-23 – review all processes and IBC 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 IBC (by Corporate Finance)
MARCH		<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 2023) Financial year ends on 31 March 2023 	<ul style="list-style-type: none"> Continue closedown work for year end 2022-23 Devolved Capital balances published 31st March last day of 2022-23 financial year
APRIL 2023			<ul style="list-style-type: none"> 1 April 2023 new 2023-24 financial year begins, schools not able to post transactions into previous 2022-23 financial year

28 February – Local Authority deadline to send final budgets to maintained schools

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 please 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 Schools Finance available on the intranet, with regular updates on finance and other issues.