

Lancashire Learning Excellence: Schools Financial Services

Grimsargh St Michael's CE Primary School

Financial Monitoring Report Autumn Term 2019/20

Schools Financial Services

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Termly Monitoring Reports

Setting the annual budget is a key task for the Governing Body at the start of the financial year. However, monitoring income and expenditure throughout the year is equally important. Accurate and meaningful budget monitoring reports allow Governors to make well informed financial decisions.

Our Governors Monitoring Reports will allow your Governors to answer "In Part" to the following SFVS question :

- Q3 - Does the Governing Body board receive clear and concise monitoring reports of the school's budget position at least six times a year?

This report will enable reviewing income and expenditure against the agreed budget. It will identify variances, provide meaningful explanations for these, where significant, and suggest what action may be taken to re-balance the budget.

A summary of the current financial position over budget expenditure & income headings, in particular:

- Original, agreed budget allocation
- Current, revised budget allocation
- Expected expenditure / income to date
- Actual and committed expenditure / income to date
- Variance between expected, and actual and committed expenditure / income
- Estimated variance for the remainder of the financial year
- Total estimated variance for the whole financial year
- A summary of total current funds
- A summary of increases and decreases to funds since the last report along with the budget headings affected
- Explanations of significant / material variances, both actual & predicted
- A summary of virements actioned since the last report (meets internal financial regulations requirements)
- An estimate of the school's outturn position based on all of the above, plus any other known factors, including: calculation of estimated final balance carried forward at year end calculation of the Authority's balance guideline figure effects of any clawback calculation where appropriate.

Virements

The Headteacher shall be empowered to exercise virement between budget headings approved by the Governors of up to £5,000 (or 10% of the budget heading from which resources are being transferred, whichever is the lower) in total for any heading during the year. Virement in excess of this figure requires the prior approval of the Governing Body. This is the recommended virement sum, however Governors may have agreed a different value. Any virement exercised shall be reported to the Governors. A breakdown of virements for the term is detailed on the final page of this report.

As any virements included in this report meet the above approved financial regulations variances shown are against the current budget.

Devolved Formula Capital (DFC)

DFC balances, where applicable, are listed on the summary page. The school is able to provide details of expenditure breakdown if required. Guidance on DFC, including what it can and cannot be used for is available on the Schools Financial Services area of the Schools Portal.

Areas for Governors to consider - Autumn Term Monitoring Report;

- Are there any significant losses in income forecast this year, if so can anything be done to rectify this?
- If favourable variances have been identified can future spending plans be brought forward?
- Do any adverse variances require savings to be made, how might this be achieved?
- Do any forecast changes within this monitoring impact upon the Three Year Financial Forecast Report? Is this a positive or negative impact?
- Is the school at risk of clawback, what action is needed to avoid this?

GRIMSARGH ST MICHAEL'S CE PRIMARY SCHOOL

Financial Monitoring Report Autumn Term 2019/20

Summary and Conclusions

Summary

Approved Revenue Budget	£
Balance brought forward from 2018/19	98,782
Approved in year budget deficit	-14,477
Forecast Balance carried forward 31 March 2020	84,305
The forecast outturn below includes variances identified in the attached monitoring report, known and anticipated changes to income and the effect of significant estimated variances to the end of the financial year.	
Forecast Outturn	£
Balance brought forward from 2018/19	98,782
Forecast in year budget deficit	-30,105
Estimated Balance carried forward 31 March 2020	68,677
Guideline Balances	£
Clawback Guideline Balance (12% of estimated CFR Income - minimum of £60,000)	115,559
Clawback Exemptions	0

Conclusions

Compared to the approved budget, the forecast outturn has decreased by : **15,628**

The above forecast indicates there would be no clawback liability based on current policy approved by the Schools Forum.

For information assumptions in this report include:

- * Savings will be made in various cost centre's as advised by school.
- * Supply insurance will be claimed to cover long term sickness of the Head Teacher and will be received this financial year.
- * An Acting Allowance of £7,765 has been included in this report.

The main reasons for the difference between forecast outturn figures as at 31 August 2019 and 31 December 2019 (-£7,511) are;

- * Back pay expected for Teacher who should have been paid at UPS2 from September 2018.
- * Less income expected for Quiet Club.

General Information

This report will support the governing body to meet its statutory responsibilities for the financial management of the school (SFVS question 3 refers) It is also suggested monthly 'Chart of Accounts' reports and any supporting information available are sent electronically to Finance governors.

It needs to review income and expenditure against the agreed budget.

A clear and concise monitoring report for the governing body should include numeric information, including the profiled budget, spend to date, identification of significant variances and end of year projections. It should also include a brief narrative explaining the reasons for the variances and suggest what would be appropriate corrective action.

GRIMSARGH ST MICHAEL'S CE PRIMARY SCHOOL AUTUMN TERM 31 DECEMBER 2019			BUDGET ALLOCATION			YEAR TO DATE			FORECAST	
			Approved	In-Year Increase (+) Decrease (-)	Current	Budget Profile as at 31.12.19	Actual as at 31.12.19	Variance as at 31.12.19 (+ = favourable - = adverse)	Full Year Variance to Current Budget (+ = favourable - = adverse)	Full Year Forecast as at 31.3.20
CFR Ref	INCOME	Note	£	£	£	£	£	£	£	
I01	Funds Delegated by LEA		781,726	0	781,726	587,862	589,856	1,994	1,994	783,720
I02	Funding for Sixth Form Students		0	0	0	0	0	0	0	0
I03	High Needs Top-Up Funding		15,802	0	15,802	12,645	12,645	0	0	15,802
I04	Funding for Minority Ethnic Pupils		0	0	0	0	0	0	0	0
I05	Pupil Premium Grant	1	34,800	0	34,800	25,287	25,287	0	2,640	37,440
FUNDING INCOME			832,328	0	832,328	625,794	627,788	1,994	4,634	836,962
I06	Other Government Grants		14,409	0	14,409	14,409	15,965	1,556	1,556	15,965
I07	Income from Other Grants		0	0	0	0	0	0	0	0
I08a	Income from Letting Premises		0	0	0	0	0	0	0	0
I08b	Other Income from Facilities and Services	2	15,350	0	15,350	4,599	2,624	-1,975	-4,056	11,294
I09	Income from Catering		20,700	0	20,700	15,031	14,100	-931	-814	19,886
I10	Receipts from Supply Teachers Insurance Claims	3	0	0	0	0	0	0	15,028	15,028
I11	Receipts from Insurance Claims	4	0	0	0	0	2,220	2,220	2,220	2,220
I12	Income from Contributions to Visits		10,000	0	10,000	8,797	8,797	0	0	10,000
I13	Donations and / or Private Funds		0	0	0	0	0	0	0	0
I15	Pupil-Focused Extended School Funding and/or Grants		0	0	0	0	0	0	0	0
I16	Community Focused School Funding and/or Grants		0	0	0	0	0	0	0	0
I17	Community Focused School Facilities Income		0	0	0	0	0	0	0	0
I18	Additional Grant for Schools		50,946	0	50,946	50,946	51,638	692	692	51,638
OTHER INCOME			111,405	0	111,405	93,783	95,344	1,562	14,626	126,031
TOTAL REVENUE INCOME			943,733	0	943,733	719,577	723,132	3,556	19,260	962,993
CFR Ref	EXPENDITURE	Note	£	£	£	£	£	£	£	£
E01	Teaching Staff	5	451,048	0	451,048	334,087	353,502	-19,415	-34,177	485,225
E02	Supply Teachers	6	11,000	0	11,000	10,970	10,970	0	-11,000	22,000
E03	Education Support Staff	7	163,980	0	163,980	122,984	120,787	2,197	6,197	157,783
E04	Premises Staff	8	16,141	0	16,141	12,106	8,946	3,160	5,850	10,291
E05	Administrative and Clerical Staff		42,007	0	42,007	31,505	31,506	-1	-940	42,947
E06	Catering Staff		0	0	0	0	0	0	0	0
E07	Costs of Other Staff		15,787	0	15,787	13,817	13,315	502	670	15,117
E08	Indirect Employee Expenses		250	0	250	132	132	0	0	250
E09	Staff Development and Training		5,630	0	5,630	4,376	4,376	0	0	5,630
E10	Supply Teacher Insurance		8,395	0	8,395	8,395	8,392	3	3	8,392
E11	Staff Related Insurance		4,408	0	4,408	4,408	4,408	0	0	4,408
EMPLOYEE EXPENSES			718,646	0	718,646	542,779	556,334	-13,555	-33,398	752,044

GRIMSARGH ST MICHAEL'S CE PRIMARY SCHOOL AUTUMN TERM 31 DECEMBER 2019			BUDGET ALLOCATION			YEAR TO DATE			FORECAST	
			Approved	In-Year Increase (+) Decrease (-)	Current	Budget Profile as at 31.12.19	Actual as at 31.12.19	Variance as at 31.12.19 (+ = favourable - = adverse)	Full Year Variance to Current Budget (+ = favourable - = adverse)	Full Year Forecast as at 31.3.20
E12	Building Maintenance and Improvement		12,005	4,000	16,005	15,922	15,922	0	-700	16,705
E13	Grounds Maintenance and Improvement		1,020	8,980	10,000	9,745	9,734	11	11	9,989
E14	Cleaning and Caretaking		12,500	0	12,500	10,427	10,427	0	124	12,376
E15	Water and Sewerage		7,000	0	7,000	4,083	4,766	-683	-683	7,683
E16	Energy	9	15,400	0	15,400	10,650	6,800	3,850	3,750	11,650
E17	Rates	10	6,650	0	6,650	6,650	4,486	2,164	2,164	4,486
E18	Other Occupational Costs		4,307	0	4,307	4,219	4,219	0	0	4,307
PREMISES COSTS			58,882	12,980	71,862	61,696	56,354	5,342	4,666	67,196
E19	Learning Resources - Curriculum	11	45,968	1,450	47,418	41,863	40,288	1,575	3,325	44,093
E20	Learning Resources - ICT		22,940	0	22,940	16,866	16,870	-4	1,796	21,144
E21	Exam Fees		0	0	0	0	0	0	0	0
E22	Administrative Supplies		9,470	0	9,470	6,924	6,286	638	1,638	7,832
E23	Other Insurance Premiums		6,074	0	6,074	6,074	6,072	2	2	6,072
E24	Special Facilities		0	0	0	0	0	0	0	0
E25	Catering Supplies	12	62,200	0	62,200	40,465	37,977	2,489	2,489	59,711
E26	Agency Supply Teaching Staff		0	0	0	0	0	0	0	0
SUPPLIES			146,652	1,450	148,102	112,192	107,492	4,700	9,250	138,852
E27	Bought-In Professional Services - Curriculum	13	20,681	2,750	23,431	14,204	13,157	1,047	2,347	21,084
E28a	Bought-In Professional Services - Other (Except PFI)		13,349	574	13,923	13,566	13,565	1	1	13,922
E28b	Bought-In Professional Services - Other (PFI)		0	0	0	0	0	0	0	0
CENTRAL SERVICES			34,030	3,324	37,354	27,770	26,722	1,048	2,348	35,006
E29	Loan Interest		0	0	0	0	0	0	0	0
E30	Revenue Contributions to Capital		0	0	0	0	0	0	0	0
OTHER EXPENDITURE			0	0	0	0	0	0	0	0
TOTAL REVENUE EXPENDITURE			958,210	17,754	975,964	744,438	746,902	-2,465	-17,134	993,098
NET IN YEAR SURPLUS / DEFICIT			-14,477	17,754	-32,231	-24,861	-23,770	1,091	2,126	-30,105

Revenue Approved Budget	
Balance brought forward from 2018/19	98,782
Approved in year budget deficit	-14,477
Estimated balance carried forward at 31 March 20	84,305

Revenue Forecast Outturn	
Balance brought forward from 2018/19	98,782
Forecast in year budget deficit	-30,105
Forecast balance carried forward at 31 March 20	68,677

GRIMSARGH ST MICHAEL'S CE PRIMARY SCHOOL

Reasons For Significant Variances to Current Budget:

Note

1 I05 - Pupil Premium Grant : Full Year Estimated Impact on Balances : £2640 (Favourable)

Approved Budget : 34800 Current Budget : 34800 Total movement to date : 0

Budget based on 10 eligible pupils, 1 service child, 9 Post-LAC and 1 CLA/PEP for 1 term. Funding will be received for 12 pupils, 1 service child, 9 Post-LAC and 1 CLA/PEP for 1 term. Additional funding of £2,640 is estimated.

2 I08b - Other Income from Facilities and Services : Full Year Estimated Impact on Balances : £-4056 (Adverse)

Approved Budget : 15350 Current Budget : 15350 Total movement to date : 0

This adverse figure is due to:

- KOGS rates of £2,050 will not be received as the school no longer pay for this. This will be offset with the expenditure saved in E17 rates.
- £4,650 Quite Club income was included in the budget. School have informed there will be a shortfall of approximately £2,000.

3 I10 - Receipts from Supply Teachers Insurance Claims : Full Year Estimated Impact on Balances : £15028 (Favourable)

Approved Budget : 0 Current Budget : 0 Total movement to date : 0

No income was included in the budget for Teaching staff insurance claims. This report includes anticipated insurance claims for a current long term sick member of staff.

4 I11 - Receipts from Insurance Claims : Full Year Estimated Impact on Balances : £2220 (Favourable)

Approved Budget : 0 Current Budget : 0 Total movement to date : 0

No support staff supply insurance income was included in the budget. Insurance to cover a TA2B has been received covering May to July 2019.

GRIMSARGH ST MICHAEL'S CE PRIMARY SCHOOL

Reasons For Significant Variances to Current Budget:

Note

5 E01 - Teaching Staff : Full Year Estimated Impact on Balances : £-34177 (Adverse)

Approved Budget : 451048 Current Budget : 451048 Total movement to date : 0

This adverse figure is mainly due to:

- A 0.6fte Teacher should have been paid at UPS2 from September 2018 but has been paid at UPS1. A back pay is expected.
- A M2/1fte Teacher was due to finish at the end of August 2019 but will continue.
- Due to long term sickness a new Associate Head Teacher started in September 2019. This was not included within the budget. An Acting Allowance of £7,765 has been included in this report.
- A new M2/1fte Teacher was included in the budget to start from September 2019. This position was filled with a M6/0.4fte Teacher from January 2020. This saving has been offset with the above overspends.

6 E02 - Supply Teachers : Full Year Estimated Impact on Balances : £-11000 (Adverse)

Approved Budget : 11000 Current Budget : 11000 Total movement to date : 0

Supply is being used to cover the Site Supervisor role until the end of February 2020 and 30hrs per week TA2 cover.

7 E03 - Education Support Staff : Full Year Estimated Impact on Balances : £6197 (Favourable)

Approved Budget : 163980 Current Budget : 163980 Total movement to date : 0

This anticipated saving is due to:

TA2

- A TA2A at 30hrs per week left at the end of November 2019. This was not included in the budget.
- A TA2B was budgeted at 18.75 hrs per week. These were reduced to 12.5hrs in September 2019.
- A TA2B at 16.25hrs per week left at the end of August 2019. This was not included in the budget.
- A TA2B was budgeted at 28.75hrs per week. These were reduced to 24.5hrs in September 2019.
- A TA2B's hours increased by 5.5hrs in September 2019 and a new TA2A on 17.5hrs started in December 2019. These overspends are offset with the above savings.

TA3

- A TA3 started in September 2019 on pt12 for 5hrs per week. This was not included in the budget. This overspend has been offset with the savings made in TA2's.

GRIMSARGH ST MICHAEL'S CE PRIMARY SCHOOL

Reasons For Significant Variances to Current Budget:

Note

8 E04 - Premises Staff : Full Year Estimated Impact on Balances : £5850 (Favourable)

Approved Budget : 16141 Current Budget : 16141 Total movement to date : 0

This anticipated saving is due to the Site Supervisor leaving at the beginning of November 2019. This has been covered through Supply and a new Site Supervisor will start in March 2020.

9 E16 - Energy : Full Year Estimated Impact on Balances : £3750 (Favourable)

Approved Budget : 15400 Current Budget : 15400 Total movement to date : 0

Included in the budget was £2,500 for electricity arrears. This has cost approximately £1,500. When the budget was set we were advised to increase gas costs by 24% and electricity by 18%. The higher rate of costs are now only anticipated from October 2019 and so a further saving is expected.

10 E17 - Rates : Full Year Estimated Impact on Balances : £2164 (Favourable)

Approved Budget : 6650 Current Budget : 6650 Total movement to date : 0

School no longer pay for KOGS rates. This saving will offset some of the loss of income in I08b.

11 E19 - Learning Resources - Curriculum : Full Year Estimated Impact on Balances : £3325 (Favourable)

Approved Budget : 45968 Current Budget : 47418 Total movement to date : 1450

School have advised that there will be savings in numerous cost centres such as Testing and Assessment (£500), Furniture (£200), Head teacher (£300) and Swimming (£400).

12 E25 - Catering Supplies : Full Year Estimated Impact on Balances : £2489 (Favourable)

Approved Budget : 62200 Current Budget : 62200 Total movement to date : 0

The budget was set based on January 2019 invoice of an average of 135.29 meals sold per day. The last 6 months invoices show that there have been approximately 120.72 meals sold per week. The loss of catering income (I09) also indicates meal sales have reduced.

GRIMSARGH ST MICHAEL'S CE PRIMARY SCHOOL

Reasons For Significant Variances to Current Budget:

Note

13 E27 - Bought-In Professional Services - Curriculum : Full Year Estimated Impact on Balances : £2347 (Favourable)

Approved Budget : 20681 Current Budget : 23431 Total movement to date : 2750

School have advised that there will be savings in numerous areas such of Music (£300) and SEN Agencies (£1,000).

Adjustments to Budget Heading allocations

Virements from Reserves

From	To	Amount (£)	Comments	Term Actioned
E99 - Reserves	E12 - Building Maintenance and Improvement	8,980	To cover tarmac in car park cost.	Summer
E99 - Reserves	E27 - Bought-In Professional Services - Curriculum	2,500	To cover Golden Hill cost.	Autumn
E99 - Reserves	E12 - Building Maintenance and Improvement	4,000	To cover additional costs.	Autumn
E99 - Reserves	E28 - Bought-In Professional Services - Other	574	To cover additional diocese expenditure.	Autumn
E99 - Reserves	E19 - Learning Resources - Curriculum	1,700	To cover additional educational visits expenditure.	Autumn
		17,754		