

To Headteachers and Chairs of Governors of
all Nursery, Lower, Middle, Upper and Special
Schools in Central Bedfordshire

Your ref:

Our ref:

Revenue Budget 2018/19

Date:

28 February 2018

Dear colleague

Revenue budget 2018/19

The Individual Schools' Budgets (ISB) are issued following Executive approval and in consultation with the Schools' Forum based on Central Bedfordshire's local formula.

The Guide to School Funding Formula 2018/19, available on the Schools Portal, takes each element of the funding formula and explains the methodology of distribution.

The Minimum Funding Guarantee (MFG) is set at minus 0%. To afford the MFG, the Schools' Forum has agreed to limit gains and apply a capping of 2.27%. The Department for Education (DfE) tool for calculating the MFG and capping amounts has been used as required and in line with the School and Early Years (England) Finance Regulations 2018.

The Individual Schools Budgets for 2018/19 for the Early Years and Schools blocks have been published on the [Schools Portal](#). Budgets for the High Needs block will follow by 31 March 2018.

The following guidance is also available on Schools Portal:

- Guide to Schools Funding Formula 2018/19
- Guide to Early Years Single Funding Formula 2018/19
- Schools annual timetable of financial returns 2018/19

The following guidance will be available in due course:

- Budget Guidance Notes for 2018/19
- Blank budget plans for 2018/19 and 2019/20
- Licensed deficit recovery template 2018/19
- Fully funded pack 2018/19

Pupil Premium

The DfE has announced that for 2018/19 financial year, primary FSM 'Ever 6' pupils will attract £1,320 and secondary FSM 'Ever 6' will attract £935. The pupil premium for looked after children is £2,300 per pupil; and is calculated based on those children who have been looked after for one day or more.

Central Bedfordshire Council

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Schools will continue to receive £2,300 for eligible pupils who have been registered on the school census as having been adopted from care or leaving care under a special guardianship or residence order. Service children will attract £300 per pupil. Further details can be found in the [conditions of grant for 2018/19](#).

The indicative allocations for 2018/19 are yet to be released by the DfE. This information will be published on the Schools Portal as soon as it becomes available. The actual allocation will be announced in June 2018 (based on January 2018 school census). This funding is in addition to the ISB and is to be reported in I05.

Post 16 ESFA Funding (Upper Schools only)

The allocations for Upper Schools will be issued separately once the information has been received from the ESFA.

Planning for 2019/20

Indicative budgets for 2019/20 have not been issued by the authority as the Dedicated School Grant is a one year settlement. The Scheme for Financing Schools section 2.3 states *'The format of the budget plan and any supporting documentation shall comply with that provided by the LA when distributing individual school budgets'*. Schools are required to plan for multiple years and as a minimum 2019/20 is required, however, ideally schools should be planning for no less than three years.

Financial documentation and returns

In accordance with the Scheme for Financing Schools (Section 2.3 Submission of Budget Plans) and the Fully Funded Bank Account Scheme, the following documents must be approved by the Governing Body/Finance Committee and submitted by 1 May 2018:

- Two-year budget plan – 2018/19 & 2019/20
- Annual Profiled Income and Expenditure Budget for 2018/19
- Annual detailed forecast cashflow for 2018/19
- Budgeted Balance Sheet as at 31 March 2018
- Copy of rates bill for 2018/19 (to adjust rates budget allocation in 2019/20)

Schools are also required to submit additional back-up to the two-year budget plan, which is set out below. This information should be available in your budget working papers, and therefore should not involve additional work:

- Detailed calculations of staffing budgets (E01, E03 to E07 & E31)
- Pay related and inflation factors applied
- Breakdown of any funds included in I01 – other and I03 SEN – other.

For Schools with the Financial Planning Software, please send in the pre-defined 'budget pack' which will contain all the required information.

Licensed Deficits

Applications for Licensed Deficits must be submitted along with budget plans by 1 May 2018. The application must include the reasons why the school now find themselves in this position and a recovery plan showing the budget returning to a surplus position before the end of 2020/21. Exceptionally, if a longer period has been agreed, the plan must be extended to the financial year of recovery (see Scheme for Financing Schools, Section 4.9 - Licensed Deficits).

The Scheme for Financing Schools allows schools to plan for a deficit without requiring a formal application up to a maximum of 1% of their Schools Budget Share. However, a note of explanation will be required to be submitted. For those schools with an approved licensed deficit for 2018/19, this must be included on the appropriate income line on the budget plan.

Devolved Formula Capital (DFC) 2018/19

The allocation of DFC for 2018/19 has yet to be announced. Please plan to receive the same levels as in 2017/18.

Universal Infant Free School Meals (UFSM)

This grant is designed to support schools in delivering the legal requirement to offer free school meals, meeting the school food standards, to all pupils in Year Groups R, 1 and 2.

The final revenue allocation for the academic year 2017 to 2018 will be calculated by the DfE in June 2018, based on average uptake data taken from the October 2017 and January 2018 School Censuses. This will be published on the school portal as soon as it is released by the DfE. Any payments made to schools will be the difference between the final allocation and the provisional payment made in July 2017.

Where a school's final revenue allocation is less than the payment made in June 2017, the difference will be deducted from the first payment of the UFSM grant for the 2018/19 academic year.

Primary PE & Sports Premium Grant

The premium must be used to fund additional and sustainable improvements to the provision of PE and sport, for the benefit of primary-aged pupils, to encourage the development of healthy, active lifestyles.

The final instalment for revenue allocation for 2017 to 2018 academic year will be paid to schools by 31 May 2018 for the period April to August 2018 based on the number of pupils in years 1 to 6 recorded in the January 2017 census as published in October 2017.

Services to Schools 2018/19

The [services and charging arrangements for 2018/19](#) are available on the School Portal. Schools will be able buy into their chosen services for that financial or academic year (this varies for different services and further information can be found in the service description). A contact point for each service will be provided within the booklet.

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Operational or detailed queries on your specific formula budget allocation should be directed to Schools.Finance@centralbedfordshire.gov.uk..

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Bellamy'.

Sharon Bellamy
Schools Finance Manager