**St. Thomas of Canterbury Catholic Primary School**

**Governing Body Meeting on 19 May 2020**

**The School Finances for 2019/2020**

**1. Introduction Page 1 of 4**

1.1 This report is provided to fulfil, in part, the Governing Body’s responsibility for the overall financial management of the School. The Final Budget Position for Revenue Income and Expenditure for the year 2019/20; and the budget comparisons for 2018/19 and 2019/20 were considered at the Meeting.

1.2 In March 2020, Committee ‘B’ examined Local Authority (LA) Benchmarking data for submitted Budgets for 2019/20 and the Department for Education (DfE) Benchmarking Outturn Data for 2018/19. The Committee is satisfied with the comparisons with other similar Schools. Our policies regarding the number of Teaching Support Staff reflects the fact that we have two-year groups in each class. Consequently, our costs for Teaching Support Staff are higher by comparison with other schools. Other costs are generally in line with the average costs identified in the comparison data.

**2. Revenue Income and Expenditure 2019/20**

2.1 We carried forward of £50,540 from 2018/19. This sum was used to offset the difference between expenditure and income when the 2019/20 Budget was set. Our Budgeted Revenue Income for 2019/20 was £632,507. Our Budgeted Revenue Expenditure for 2019/20 was £659,255. An in-year deficit of £26,748 in 2019/20 which was offset by the carry forward from 2018/19. We projected a carry forward of £23,793 from 2019/20 into 2020/21.

2.2 Our Outturn Revenue Income for 2019/20 was £660,152 including £6,236 of Trips/Visits Income. Our Outturn Revenue Expenditure for 2019/20 was £688,671 including £7,291 of Trips/Visits Expenditure. An in-year deficit of £28,518. Taking into account the carry forward of £50,540 from 2018/19, we are able to carry forward a Balance of £22,022 into 2020/21.

2.3 Our Total Revenue Income increased by £27,645 and Total Revenue Expenditure increased by £29,416. Our Pupil Premium income was £10,965. The total of Pupil Premium Income was spent in various ways to support those pupils for whom it was intended.

Our Early Years Income for 30-hour Nursery was less than budgeted as take-up was reduced. We anticipated 3.6 Full Time Equivalents (FTE) but the actual was 1.6 FTE. We received £18,027 of Universal Free School Meals income and £16,920 of Sports Grant Income.

2.4 There were variations in Expenditure during the year. Staffing and related costs were £8,016 above the Original Budget due to staff changes brought about by covering for maternity leave, the employment of another LSA and covering long term sick leave by one member of staff, plus an increase in Training costs.

2.5 In 2019/20 we purchased our own Staff Sickness Insurance. The Premium was £7,147. We received £5,281 of Sickness Insurance income.

**Page 2 of 4**

**2 Revenue Income and Expenditure 2019/20 - continued**

2.6 Repairs and Maintenance Expenditure was £2,221 above budget. We spent £2,293 improving our Forest School. We purchased all that was needed for the curriculum.

The PTA funded 3No.Touch Screen TV’s at £6,490.

2.7 We spent all that was needed for the requirements identified in the School Improvement Plan.

2.8 The Final Budget Position for 2019/20 shows a net uncommitted balance of £22,022

2.9 The 2019/20 Final Budget Position was approved at the meeting on 19 May 2020.

**3. Medium Term Finance Plan (MTFP)**

The 3year Medium Term Finance Plan (Revenue) prepared on 14 May 2020 indicates a cumulative surplus of £22,022 in 2019/20.

3.1 Income is based upon 104 primary pupils (excluding nursery pupils) in 2020/21. The calculation for nursery pupil funding takes into account our single stage entry arrangements in September. The anticipated number of nursery pupils each term is used to calculate appropriate funding. Any over/under payment based on actual pupil numbers is adjusted in the funding calculations. We will have 10 pupils in Nursery from September 2020. At Budget preparation we have anticipated a weighted average of 3.50 FTE Nursery pupils receiving 30-hour care for the financial year 2020/21.

3.2 In 2020/21 we anticipate a total income of £644,728 including income for Nursery pupils and those predicted to stay for 30 hours per week. Our Budgeted Expenditure is £656,421. This gives a predicted in-year deficit of £11,693 With our expected carry forward of £22,022 from 2019/20 we should have an overall cumulative surplus of £10,329 in 2020/21.

3.3 The 3-year Medium Term Finance Plan indicates an in-year Budget Deficit in 2021/22 of £8,584. Our anticipated carry forward from 2020/21 of £10,329 will give net end of year surplus of £1,745. During the next two years we will monitor carefully income and expenditure to avoid a deficit Budget in 2022/23. Any additional Nursery Pupils staying for 30 hours per week will assist in this endeavour.

3.4 For the anticipated change to Academy School in 2021 and in conjunction with a Financial Adviser appointed by the Academy Trust, we prepared a Financial Recovery Plan. Within the Plan we made assumptions about possible reductions in expenditure and additional income in future years. To comply with the Plan, we should achieve in-year surpluses of £16,545 in 2020/21: £19,866 in 2021/22: £2,649 in 2022/23. Given the predicted surplus of £10,329 for 2020/21, it is clear these figures will not be achieved unless we can generate significant additional income in future years. We will review and revise the Recovery Plan.

**4. Capital Income and Expenditure 2019/20**

**4.[a] Devolved Formula Capital Grant (DFC)**

4.1 The DFC Grant is paid directly to the School and used to fund Capital Schemes nominally costing less than £45,000. The DFC Grant can be used to support LCVAP Grant Schemes.

**Page 3 of 4**

**4.[a] Devolved Formula Capital Grant (DFC) continued**

4.2 In 2019/20 for our Devolved Formula Capital (DFC) we were allocated £6,396.24 (100%) of which we received £5,756.62 (90%) from the Education and Skills Funding Agency (ESFA). Our 10% contribution was £639.62.

4.3 We had already brought forward £7,156.42 (100%) of DFC Grant from 2018/19 plus £236.94 of unspent contributions (Total £7,393.36). This gave a total DFC Grant Allocation of £13,552.66 (100%) available in 2019/20. Donations covered our 10% contribution of £639.62. In total we received £1,780 in donations of which £480 was transferred into the School Building Fund (SBF). £600.00 was part of our 10% contribution to the second tranche of our DFC Grant for 2018/19.

4.4 In 2019/20 we spent £11,930.77 (100%) of our DFC Grant monies. Of this sum £3,612.00 was spent on emergency fencing work for the Forest School: £3,115,20 on replacement window blinds in three classes to comply with new safety requirements. A further £5,203.57 was spent on the refurbishment of the Staff Rooms.

4.4 The Monitoring Statement of Capital income and expenditure with the end of year Balance of £2,384.09 for 2019/20, comprising £2,381.45 DFC at 100% plus £2.64 of uncommitted donations was approved at the Meeting on 21 May 2019

**4.[b] Locally Co-Ordinated Voluntary Aided Programme (LCVAP)**

4.5 In November 2019 we made an LCVAP Grant Application to the Archdiocese of Westminster for £59,211.00 (100%) for the Replacement of the Windows in the Main Hall. The estimated cost of the Scheme is £63,211 to which we offered £4,000 of our anticipated DFC Grant in 2020/21. If approved, we would receive £53,289.90 (90%) to which we would contribute £5,921.10.80 (10%) plus £400 (10%) from DFC. We have been informed that our Application was **unsuccessful.**

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4.6 In 2019/20, donations were received from fund raising by the PTA with further contributions from parents/carers and other Benefactors. Some of these were paid into our School Building Fund (SBF) held by the Diocese. Our opening Balance at 1st April 2019 was £4,363.38. Our income for the year was £3,907.77 and expenditure was £20.00 for Bank Charges. At 31 March 2020, our Balance is £8,251.15. Monies held in the SBF pay for our 10% contribution to LCVAP Grant Schemes.

4.7 The Governing Body is grateful to the PTA, Parents/Carers and other Benefactors for their hard work, support and generous contributions which enable improvements to be made to the School buildings and equipment.

4.8 From April 2020 the Diocese have ended the LCVAP Grant bidding scheme and are introducing the Statlog arrangements whereby our Consultant Surveyors will carry out an Asset Management Survey with the results being uploaded onto Statlog. This will generate schemes in priority order (throughout the Diocese) for Grant Approval. Our Capital Programme will no longer be required, although it could be used to indicate our preference for improvements.

**5. Schools Financial Value Standard (SFVS)**

5.1 In November 2011 the Government formally introduced the SFVS. Annually, Committee ‘B’ undertakes an assessment of the requirements of the Standard.

**Page 4 of 4**

**5. Schools Financial Value Standard (SFVS) continued**

5.1 It is reviewed in each year and is reported to the Governing Body. In 2015 the Government introduced two additional questions to the SFVS. In March 2020 the format for the submission of the SVFS was revised comprising sections for ‘Check List’ with 29 Questions to which we answered ‘Yes’ to all.; ‘Raw Data’ and ‘Dashboard’

5.2 We believe that we comply with the Standard for the effective management of finances within the School. The reviewed SFVS was submitted to the Local Authority in March 2020. It was endorsed by the Governing Body on 19 May 2020.

**6. Statement of Internal Control (SIC)**

6.1 In our Statement of Internal Control (SIC) for 2019/20, considered by Committee ’B’, we have stated that we are satisfied that the internal control systems in operation for financial management are appropriate and effective, this includes the collection and banking of income. During the year, and where appropriate, both Governors and Staff with financial

responsibilities attend training courses in Financial Management. There is an annual review of Governor and Staff Financial Competencies. This enables suitable training to be identified.

**7. Fund Account**

7.1 The Governing Body maintains a Fund Account which is a private account unconnected with the Local Authority or the Department for Education. The aims, purposes and principles regarding the use of this Account are set out in the School’s Policy for Managing the Fund Account

7.2 At 1 April 2019, we brought forward from 2018/19 the sum of £5,544.71.

During 2019/20 we received £294.54 from Parents /Carers for a range of items including cycling, caps, water bottles, rucksacks, bags etc. The pupils spent £417.00 on a Book Fayre.

£1,647,24 was raised for several Charities. We had a total income of £5,470.66

7.3 We made Charitable donations of £1,371.02 to several Charities including CAFOD, Children in Need, Awareness, CCS, WWF, Comic Relief. Some of the monies raised for Charities had not been allocated by 31 March 2020.

Bank Charges were £52.92

Total expenditure (including Bank Charges) was £4,713.09. The end of year balance is £6,302.28. At 31 March 2020 there were commitments totaling £1,880.95 giving a Nett Balance of £4,421.33

7.4 The Fund Account income and expenditure is audited annually by an external Financial Auditor.

8. **Statement**

This Financial Statement of ‘The School Finances for 2019/20’ was approved by the Governing Body on 19 May 2020.

By Order of the Governing Body of St. Thomas of Canterbury Catholic Primary School

Signed Dated : 20 May 2020

J. Hesketh - Chair of Committee ‘B