

FUNd4ME

Programme

Finance

Information

Pack

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SECTION 1 – Accounting Arrangements

1.1 General Introduction

The FUNd4ME programme is funded from the Extended Services element of Standard Fund.

A funding allocation has been made to each cluster within the borough for the FUNd4ME programme.

Each cluster will nominate a LEAD fund holding school, where the majority of the funding allocation will be devolved as a budget and held in Fund 5. (NB Money is held in Fund 1 if it is received as an Income and held in Fund 5 if it is received as a Budget)

An amount, previously agreed by the cluster, will be devolved to each school within the cluster and also held in Fund 5. This will usually be a fixed amount per school.

The FUNd4ME funding allocation is issued for the period 1st April 2010 to 31st August 2011.

As a guideline, each pupil will be entitled to benefit from upto a maximum of £300 per year from the FUNd4ME funding.

1.2 Lead School

The lead school for the cluster will receive a Standards Fund allocation in Fund 5 in relation to FUNd4ME. (This Lead may be different from the Lead school that holds the Extended Services Start Up funding)

It is recommended that all FUNd4ME financial activity is contained in a separate cost centre on FMS6 in **Fund 5**.

Any expenditure, payments to other schools and income should be accounted for in the designated cost centre in Fund 5.

It is recommended that the following ledger codes will be used as and when required:

- L7C – Income
- F5A – Payments between schools
- D1A – Equipment / resources
- F6A - Agency Supply
- F2A - Courses purchased externally

Expenditure must match any income received so an income ledger code may also be needed - personal cheques are not acceptable, must use Fees Pay role.

Funding allocation payments to other schools, if schools require further access to the centrally held FUNd4ME money, should be made following the receipt of a standard FMS6 invoice from the recipient school in order to provide the necessary audit trail.

1.3 Non Lead Schools

An amount, previously agreed by the cluster, will be devolved to each school within the cluster and held in Fund 5. This will usually be a fixed amount per school.

Payments can be made to non lead schools in the cluster, at a later date, if their previous allocation has been spent, from the lead school for additional FUNd4ME payments for individual pupils. This will then be held in Fund 1.

It is recommended that the following ledger codes will be used as and when required:

L7C – Income
F5A – Payments between schools
D1A – Equipment / resources
F6A - Agency Supply
F2A - Courses purchased externally

Expenditure must match any income received so an income ledger code may also be needed - personal cheques are not acceptable, must use Fees Pay role.

1.4 Links with Extended Services Start Up Funding

Extended Services Start Up funding is available to cluster / schools to provide extended services. It can be used for the provision of **any** extended services for the benefit of any pupils who wish to take up the activity.

The FUNd4ME funding is categorically only intended to provide financial support for individual pupils, who fulfil the agreed criteria, to access the **Varied Menu of Activities** aspect of the Extended Services Core offer.

Both funding streams could potentially be utilized to joint fund an Out Of School Hours activity alongside income generation.

There may be occasions when the lead school has organised a group activity which will be attended by pupils from other schools in the cluster. In this situation, the lead school can either identify the cost per pupil of the activity and invoice the other school(s) accordingly, to recover their share of the total cost; or use the FUNd4ME funding retained by the lead school to cover the cost. The individual schools would then be notified of the appropriate cost to be record against the individual pupil (s) records - accompanied by a receipt.

Further details of the requirements in relation to the activities which can be funded from FUNd4ME and cluster start up funding are included in Section 2 – The Application Process.

1.5 Income Generation

Schools may choose to raise a charge for pupils to attend the organised extended services activities.

Income generated from charges for extended services should be accounted for as follows:

- If income is generated from charges to pupils who are not eligible for the FUNd4ME programme and the activity is part funded by Start Up funding, any income generated should be paid into the Start Up cost centre.
- If charges are being made and the cost is not being subsidised from the Start Up funding, any income generated should be paid in against the cost centre in which the expenditure has been incurred.
- If pupils are attending the charged activity who are eligible for the FUNd4ME programme, the FUNd4ME cost centre should be debited with the cost per pupil and credited to the cost centre in which the expenditure has been incurred. If pupils from other schools in the FUNd4ME programme have accessed the activity, the lead school will need to either use the FUNd4ME funding retained by the lead school to cover the cost and notify the appropriate school of the cost to record against the individual pupil, or invoice the other school to recover their share of the cost.

1.6 Year End Arrangements

The two funding streams identified at 1.4 above are provided under contracts that span financial years. In order to ensure that any unspent funding is available in the new financial year the school bursar / finance officer must ensure that a year end provision (receipt in advance) is process to carry forward any surplus funding at the end of the financial year.

SECTION 2 – The Application Process

The cluster will develop an action plan of activities to meet the identified need for extended services in the cluster area. The following information explains the process to obtain approval for any proposed extended services activities and the FUNd4ME approval process for individual pupils to access those activities.

2.1 Approval of Proposal for Extended Services Activities

Details of any projects, services or activities that the cluster has identified as being required will be submitted to the Extended Services Officer for approval. A proposal Proforma will be completed by the lead school (usually this is coordinated by the Extended Schools Development Worker - ESDW) who will be notified of the outcome.

Following approval for the activity, the ESDW will liaise with the school bursar / finance officer to arrange for an order to be placed with or contract issued to the supplier. The approved proposal Proforma can be treated as the equivalent of a requisition form. The school bursar / finance officer will pay the invoice in relation to the service after it has been received from the relevant funding.

IN PLACING ANY ORDERS / ISSUING CONTRACTS / PAYING INVOICES THE SCHOOL MUST ENSURE THAT THE RELEVANT FINANCIAL REGULATIONS ARE ADHERED TO, AS CONTAINED IN THE FINANCIAL HANDBOOK FOR SCHOOLS.

The school bursar / finance officer will use the information supplied by the ESDW or person responsible in school, to record all financial commitments against the funding allocation. Further details of the financial record keeping requirements are included in Section 3 – Record Keeping / Monitoring Requirements.

2.2 Approval of FUNd4ME funding for individual pupils

It is recommended that each school identify a designated person to coordinate the FUNd4ME funding within school, E.g. a Learning Mentor or Teaching Assistant and an authoriser, E.g. Head teacher or a Deputy Head. The designated person will complete the proposal form and obtain the necessary approval. The designated person will then liaise with the school bursar / finance officer to arrange for the necessary order / contract to be issued, as explained at 2.1 above.

In relation to any activities that a child who is eligible for the funding would like to attend, an individual FUNd4ME Programme Proposal Form will need to be completed for each pupil and for each activity to be accessed.

SECTION 3 - Record Keeping / Monitoring Requirements

3.1 Financial Monitoring Requirements

A standard monitoring template has been established (Excel format) to monitor the Cluster Start up Funding and FUNd4ME programme funding. This spreadsheet will provide a financial position statement containing details of all commitments and actual expenditure in relation to the funding. This information can be used by the cluster to identify any surplus funding to use for the provision of extended services activities to ensure that the funding is maximised.

The spreadsheet can be used by both the lead (fund holding) school and the other schools within the cluster who have received a share of the funding.

The spreadsheet should be updated in the cells provided with the funding allocation and details of any commitments or payments made against the allocation. This process will be undertaken by the school bursar / finance officer based on information provided by the Extended Schools Development Worker / FUNd4ME designated person in school. It is recommended that regular meetings are held between the school bursar / finance officer and ESDW / FUNd4ME designated person in school to ensure that the financial information is complete in relation to known commitments for proposed activities.

Details of all general commitments will be made available to the school bursar / finance officer from the school extended services action plan. This should include any agreed allocations to other schools in the cluster, as well as activities and events.

Currently, there is a lead school that holds the Extended Services Start Up budget, this may or may not be the same school that holds the FUNd4ME budget even though each school may have their own pot. Use of the Excel spread sheet is recommended in each case.

3.2 FUNd4ME Record Keeping Arrangements

It is recommended that a 'FUNd4ME' file is held in all schools to record the individual child information in regards to how much of their allocation has been spent and if the provision / activity / service have been accessed.

When a FUNd4ME proposal form has been approved and passed to the school bursar / finance officer, details of the financial commitment in relation to the individual pupil should be recorded on the pupil's individual funding record sheet and the Proposal Proforma retained in the FUNd4ME file. Any receipts or copy of the invoice should be attached to the proforma. When an invoice is received the school bursar / finance officer will check the file to ensure that the goods have been received. When the invoice has been paid details of the actual cost will be recorded on the Financial Monitoring Sheet and Pupil's Individual Funding record sheet.

3.3 Financial Reporting Requirements

Details of the arrangements and dates for the submission of financial monitoring information are provided below. Financial monitoring should be submitted to Carol Brockbank at Business Support Services

CYPS Finance,
Progress House,
Westwood Park Drive,
Wigan.
WN3 4HH
email – carol.brockbank@wigan.gov.uk

Lead fund holding schools will be required to submit a monitoring return for both funding streams on a termly basis at the end of each term on the dates shown below to Carol Brockbank. This will involve submitting a completed financial monitoring spreadsheet, along with details of the actual expenditure of devolved **FUNd4ME funding only** for any other schools within the cluster.

Individual schools will be required to provide their lead school with details of actual expenditure against their FUNd4ME funding allocation one week prior to the submission date to financial services.

The submission dates will be as follows:

Individual schools to submit subsidy spend to lead school	Lead school to submit monitoring to Finance
24th March 2010	31st March 2010
24th August 2010	31st August 2010
10th December 2010	17th December 2010