

2018-19 Year-end Return Checklist & Headteacher Authorisation	Cost Code	3370	Thank you, this return is now ready to submit to the Local Authority
Matching Green CE P	DfE No.	3239	

Checklist Question	Correct?	Difference	Notes / Guidance
1 Is the CFR Return sheet complete? n/a	Y		
2 Is the Funding Reconciliation sheet complete?	Y		
3 Is LA Funding on the CFR return correct?	Y	0.00	
4 Do the CFR opening balances equal the closing balances from the previous year's CFR return? Pupil Focused Revenue Balance	Y	0.00	
Community Focused Revenue Balance	Y	0.00	
Capital Balance	Y	0.00	
5 Does CI04 = E30? (Direct Revenue Financing) n/a	Y	0.00	
6 Is the Reconciliation Form complete?	Y		
7 Is LA Funding on the Reconciliation Form correct?	Y		
8 Does the CFR total year-end balance equal the Reconciliation Form balance?	Y		
9 Is the Bank Reconciliation Complete?	Y		
10 Have you prepared supporting information to be submitted with this return? <i>The required items are listed in the Notes/Guidance column</i>	Y		Bank statement(s), a list of all unrepresented cheques
11 Is the Balance Sheet complete?	Y		
12 Is the Balance Sheet Payroll Control total > £0?	Y		Y
13 Does the revenue year-end revenue balance on the Balance Sheet equal the revenue balance on the CFR return (B01+B02+B06)?	Y	0.00	
14 Does the capital year-end revenue balance on the Balance Sheet equal the capital balance on the CFR return (B03+B05)?	Y	0.00	

Year-End Balance to be Carried Forward

Pupil Focused Revenue	83,645.33
Community Focused Revenue	0.00
Total Revenue	83,645.33
Capital	256.09
Total	83,901.42

Finance Officer Details

Return prepared by	Susan Woodhead
Position	School Business Manager
Date Prepared	01/04/2019
Signature	

Headteacher Authorisation

Return certified by Headteacher

Before signing the balance sheet the Headteacher should obtain assurance as to the validity of amounts included on the Balance Sheet as current assets and current liabilities. An initial check could involve comparing the current and previous years' balance sheets and seeking explanations for any large variances in asset and liabilities between the years. A signed paper copy is not required by the Local Authority but should be retained at the school.

The Headteacher/Chair of Governors should type his/her name in the box below to certify that the copy emailed to the Local Authority is correct.

I confirm that the amounts entered accurately reflect the information held on the school's FAS, and they are a true record of the school's income and expenditure for the 2018-19 financial year.

Headteacher's Name
Date Authorised

Signature

This entire spreadsheet is to be e-mailed to finance.monitoring@essex.gov.uk

We do not require a signed paper copy of this authorisation, but a signed copy should be retained at the school