



Havering
LONDON BOROUGH

Name: David Allen
Designation: Strategic Finance Manager

Department: Learning & Achievement
London Borough of Havering
Mercury House
Mercury Gardens
Romford
RM1 3DW

M
Head Teacher
School

Telephone: 01708 433851
Fax: 01708 433883
email: david.allen@havering.gov.uk
Textphone: 01708 433175
Date: 2014

Sent via Email

Dear M

I am writing to request some further detail from you on the school's plans to spend its balance carried forward from 2013-14.

Balance: £
% carried forward: %

The year end balances at your school are consistently above the recommended limit of 8% for a primary school.

Balances c/fwd from:

2012-13	£	%
2011-12	£	%
2010-12	£	%

Therefore, if the school is completing its plans to spend the balance carried forward, it is still managing to accumulate a surplus above any contingency that is included in the initial budget plan. I would be interested in your views on the degree of forward planning at your school that anticipates an underspend during the year as opposed to committing to spend a balance once it arises.

In relation to this, if your plans to spend the balance carried forward from 2013-14 are all completed, do you still anticipate a further balance to carry forward in 2015-16?

Your returns to the LA on use of the 2013-14 and 2012-13 balances are attached for information.

In support of the current year commitments I am requesting the following information from you.

1. The month(s) in which expenditure is to be incurred on the various projects and plans
2. Evidence of governor approval of these plans
3. Copies of relevant extracts from your Asset Management Plan or School Improvement Plan
4. If your commitments include capital works, an explanation of planned use of devolved capital
5. Any funding held on behalf of other schools

I should be grateful for this information to be returned to me by 27th June 2014.

Yours sincerely

David Allen
Strategic Finance Manager