


2019-20 Year-end Return Checklist & Headteacher Authorisation		Cost Code	Thank you, this return is now ready to submit to the Local Authority
Matching Green CE P		D/E No.	

Checklist Question	Correct?	Difference	Notes / Guidance
1 Is the CFR Return sheet complete?	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?	Y	0.00	
Community Focused Revenue Balance	Y	0.00	
	Y	0.00	
Capital Balance	Y	0.00	
	Y	0.00	
5 Does C104 = E302 (Direct Revenue Financing)	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, a list of all income banked but not credited on bank statements
11 Is the Balance Sheet complete?	Y		
12 Is the Balance Sheet Payroll Control total > £0?	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 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	62,179.94
Community Focused Revenue	0.00
Total Revenue	62,179.94
Capital	5,482.84
Total	67,662.78

Finance Officer Details

Return prepared by	Denise Howes
Position	School Business Manager
Date Prepared	03/04/2020
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 2019-20 financial year.

Headteacher's Name Amy Wareham

Date Authorised 03/04/2020

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