

Process for making requests

1. A Cash Advance Template is now available on the Schools Extranet.
2. This must be signed by the Head Teacher and Chair of Governors.
3. All sections must be filled in.
4. This must be accompanied by a cashflow statement using the template provided.
5. A bank statement showing evidence of the opening cash position must also be provided.
6. Please submit to the Schools Finance Team on schools.financeteam@brent.gov.uk

Please note that any cash advance may be subject to an interest and admin charge.

Please note that cash advances will be offered as loan with a formal repayment plan (which will incur small interest charges):

- where the repayment plan crosses financial years;
- where the amount requested exceeds £100k.

CASH ADVANCE REQUEST 2014-15

NAME OF SCHOOL

TOTAL BUDGET SHARE

PAYMENT DATE	BUDGET SHARE PAYABLE	VARIATION REQUEST	
1st April 2014	1/36th	£0	£0
15th April 2014	1/12th	£0	£0
15th May 2014	1/12th	£0	£0
15th June 2014	1/12th	£0	£0
15th July 2014	1/12th	£0	£0
15th August 2014	1/12th	£0	£0
15th September 2014	1/12th	£0	£0
15th October 2014	1/12th	£0	£0
15th November 2014	1/12th	£0	£0
15th December 2014	1/12th	£0	£0
15th January 2015	1/12th	£0	£0
15th February 2015	1/12th	£0	£0
15th March 2015	1/12th - 1/36th	£0	£0
		£0	£0
		£0	£0

Please note that the cash advance should be contained within the financial year. Where this is not possible, the amounts requested will be in the form of a loan. If this is the case, please suggest a repayment plan for the amount.

Please state the reasons for requesting cash advances or cash loans, as requested above.

CASH ADVANCE REQUEST 2014-15

NAME OF SCHOOL

AUTHORISATION:

In authorising this request for a budget share advance, I confirm that I am aware of the reasons for the cashflow difficulties and have taken steps to resolve. I also confirm that I understand that the advance will be subject to interest and an administration charge.

Head Teacher

		10-Jun-2014
Name	Signature	Date

Chair of Governors

		10-Jun-2014
Name	Signature	Date

Note that a Cashflow Statement must be submitted with your request. A template for this is provided. A bank statement demonstrating the opening bank balance must also be included.

Please return this form to the Schools Finance Team at schools.financeteam@brent.gov.uk

MONTHLY CASHFLOW

MONTH: **CFR** April 2014 May 2014 June 2014 July 2014 August 2014 September 2014 October 2014 November 2014 December 2014 January 2015 February 2015 March 2015 NOTES

BEGINNING BALANCE 0 0 0 0 0 0 0 0 0 0 0 0 0

RECEIPTS		April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015	
Budget Share	I01 & I02													0
SEN Funding	I03													0
Pupil Premium	I05													0
Other Government Grants	I06													0
Other grants and payments received	I07													0
Income from facilities and services	I08													0
Income from Catering	I09													0
Receipts from supply teacher insurance claims	I10													0
Receipts from other insurance claims	I11													0
Income from contributions to visits etc	I12													0
Donations and/or voluntary funds	I13													0
Pupil focused extended school funding and/or grants	I15													0
Community focused school funding and/or grants	I16													0
Community focused school facilities income	I17													0
Additional grant for schools	I18													0

TOTAL RECEIPTS 0 0 0 0 0 0 0 0 0 0 0 0 0

PAYMENTS		April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015	
Teaching staff	E01													0
Supply teaching staff	E02													0
Education support staff	E03													0
Premises staff	E04													0
Administrative and clerical staff	E05													0
Catering staff	E06													0
Cost of other staff	E07													0
Indirect employee expenses	E08													0
Staff development and training	E09													0
Supply teacher insurance	E10													0
Staff related insurance	E11													0
Building maintenance and improvement	E12													0
Grounds maintenance and improvement	E13													0
Cleaning and caretaking	E14													0
Water and sewerage	E15													0
Energy	E16													0
Rates	E17													0
Other occupation costs	E18													0
Learning resources	E19													0
ICT learning resources	E20													0
Examination fees	E21													0
Administrative supplies	E22													0
Other insurance premiums	E23													0
Special facilities	E24													0
Catering supplies	E25													0
Agency supply teaching staff	E26													0
Brought in professional services – curriculum	E27													0
Brought in professional services – other	E28													0
Loan interest	E29													0
Revenue Contributions to Capital	E30													0
Community focused school staff	E31													0
Community focused school costs	E32													0

TOTAL PAYMENTS 0 0 0 0 0 0 0 0 0 0 0 0 0

CLOSING BALANCE 0 0 0 0 0 0 0 0 0 0 0 0 0

