

APPENDIX C CASH ADVANCE REQUESTS Guidance for Schools 2014/15

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 PAYAR	BLE	VARIATION REQUEST
1st April 2014	1/36th	£0	93
15th April 2014	1/12th	£0	93
15th May 2014	1/12th	£0	£0
15th June 2014	1/12th	£0	£0
15th July 2014	1/12th	£0	93
15th August 2014	1/12th	£0	£0
15th September 2014	1/12th	£0	£0
15th October 2014	1/12th	£0	93
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	93
		93	93
		£0	93

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.

Name	Signature	10-Jun-2014 Date	
Chair of Governors			
Name	Signature	Date	
		10-Jun-2014	
Head Teacher			

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	
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