

Holy Cross Catholic Primary Academy

Management letter to Trustees
following the audit to 31 August 2023

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Introduction

Introduction and approach

This Report has been prepared for the Trustees of Holy Cross Catholic Primary Academy and summarises our key findings in connection with the audit and assurance work carried out for the year ended 31 August 2023. We recognise that a copy of this Report is forwarded to the ESFA but it is not to be disclosed to any other person or organisation without our written permission. For the avoidance of doubt this Report should not be posted on the Trust's website.

The scope of our work has already been communicated via our Audit Planning Report to the Trustees. The respective roles and responsibilities of both Price Bailey and the Trustees are set out in our agreed terms of engagement.

Our audit and assurance procedures have been designed to enable us to express an opinion on the financial statements in accordance with International Standards on Auditing (ISA) (UK) and the regular, proper and compliant use of public funds as set out in Annex B of the Framework and guide for external auditors and reporting accountants of academy trusts supporting the Academies Accounts Direction 2022 to 2023.

We have reviewed our statement relating to independence detailed in the Audit Planning Report issued and can confirm we have remained independent and have appropriate safeguards in place. All staff comply with the Audit Practices Board Ethical Standards and the ICAEW Code of Ethics.

Executive summary

We anticipate that we will issue an unmodified audit report for the year. We also anticipate that we will issue an unmodified independent reporting accountant's assurance report on regularity.

Significant outstanding matters at the date of this report

At the time of issuing this report, we can confirm that there remains no outstanding matters that require your attention.

Audit approach

We adopted a risk based approach to the audit and our planning identified the following key risks to be addressed. Our detailed findings are noted as follows:

Risk identified	Planned approach	Findings
<p>Revenue recognition</p>	<p>We will verify all material streams of grant income reported to funding documentation.</p> <p>We will substantively test non grant income using analytical review based on our expectations and test a sample of entries for completeness where necessary.</p> <p>We will review post year income and cash movements to verify the completeness of income.</p>	<p>We documented income systems and carried out procedures to gain assurance over the effectiveness of internal controls in place to prevent loss of income and ensure income is correctly recorded.</p> <p>We carried out work to gain reasonable assurance that income reported in the accounts is complete and that cut-off has been correctly applied.</p> <p>We have checked the income is appropriately recognised in accordance with the terms of any funding restrictions.</p> <p>Findings to bring to your attention:</p> <p>No issues were identified in relation to revenue recognition.</p>
<p>Management override</p>	<p>We will gain an understanding of the systems, controls and procedures operating within the Trust finance function to identify potential areas of management override risk.</p> <p>We will review all journals posted throughout the year with a value greater than performance materiality. Any that have not been covered by our work on year end balances will be scrutinised and corroborated further.</p>	<p>We reviewed a sample of journals posted throughout the year and a sample from those posted at the year-end to assess appropriateness and validity. Explanations were sought for any large or unusual amounts.</p> <p>Findings to bring to your attention:</p> <p>No issues were identified in relation to management override.</p>

Audit approach continued...

Risk identified	Planned approach	Findings
<p>Related parties</p>	<p>We will review procedures and controls surrounding the recording and reporting of related party transactions.</p> <p>We will make enquiries as to the existence of any related parties before reviewing accounting records and other trusteeships to ensure that all related party transactions have been reported in the financial statements.</p>	<p>We reviewed the internal procedures in place for identifying related parties, including the requirement to keep an up to date, comprehensive register interests of related parties.</p> <p>Our audit work has provided reasonable assurance that the related party transactions disclosed in the financial statements are accurate and complete.</p> <p>Findings to bring to your attention:</p> <p>No issues were identified in relation to related parties.</p>
<p>Fund Allocation</p>	<p>We need to gain reasonable assurance that the allocation of funds between restricted and unrestricted has been correctly applied and that funds have been used for the purposes intended by the donor.</p>	<p>We examined whether income had been correctly categorised between restricted and unrestricted funds, reviewing any terms and conditions where applicable.</p> <p>We undertook procedures to gain reasonable assurance that expenditure had been allocated correctly to the corresponding income and used in accordance with the restrictions in place over the fund.</p> <p>Findings to bring to your attention:</p> <p>No issues were identified in relation to fund allocation.</p>

Audit approach continued...

We follow International Standards on Auditing (ISA) (UK) when carrying out our work. The following changes and responses are noteworthy in 2023:

Area	Approach	Findings
<p>Accounting estimates - LGPS</p>	<p>The Local Government Pension Scheme Liability (LGPS) is a significant accounting estimate subject to a number of assumptions and estimates determined by the actuary used to value the year end liability.</p> <p>We reviewed the independence, reliability and relevant of information provided by the actuary.</p> <p>We reviewed the reasonableness of assumptions used for the discount rate, future pension and salary increases. These determine the value of scheme liabilities.</p> <p>We also reviewed how scheme asset valuations were obtained.</p>	<p>Our assessment identified no conflicts of interest between the actuary and the Trust.</p> <p>Our review of assumptions concluded that those applied by the actuary were in line with other similar schemes and our knowledge of the corporate bond market and mortality tables.</p> <p>Our review of scheme assets concluded that it was appropriate for the actuary to roll forward the Trust's share of the assets calculated from the latest formal full scheme valuation dated 31 March 2022.</p>
<p>Design and implementation of controls</p>	<p>As a result of changes to ISA 315 we have evaluated the effectiveness of the design and implementation of controls that address the risk of material misstatement to obtain an understanding and determine whether there are any deficiencies in controls including those linked to the IT environment.</p>	<p>Control deficiencies identified are noted in our findings later in the report but did not result in material misstatement of the financial statements.</p>

Summary of income and expenditure

	Restricted General Funds	Unrestricted Funds	Fixed Asset Fund	Pension Reserve	Total
Incoming Resources	2,360,348	131,413	27,316	-	2,519,077
Resources Expended	(2,360,348)	(158,288)	(8,551)		(2,527,187)
LGPS Charge				(192,000)	(192,000)
Depreciation			(31,261)		(31,261)
Employer contributions paid				157,000	157,000
Total Resources Expended	(2,360,348)	(158,288)	(39,812)	(35,000)	(2,593,448)
Surplus / (Deficit) for the year	-	(26,875)	(12,496)	283,000	243,629
Balance at 1 September 2022	-	49,495	125,142	(283,000)	(108,363)
Balance at 31 August 2023	-	22,620	112,646	-	135,266

We believe this simple schedule gives a useful overview of how the trust has spent its money this year.

Restricted General Funds

In the most simple terms the trust spent 100% of its income during the year, leaving £NIL to carry forward.

Unrestricted Funds

Unrestricted income generated in the year amounted to £131,413 and expenditure was £158,288, an in year deficit of £26,875, leaving unrestricted funds carried forward of £22,620.

Fixed Asset Fund

Total restricted fixed asset funds carried forward were £112,646.

Pension Reserve

£157,000 was paid into the LGPS during the year. The actuarial valuation decreased the carried forward balance to a deficit of £318,000.

Donation in Kind

During the year a notional rental adjustment of £74,000 was made. The year end debtor representing the right to occupy was £148,000.

Summary of net assets between funds

	Restricted General Funds	Unrestricted Funds	Restricted Fixed Asset Fund	Pension Reserve	Total
Tangible fixed assets			112,646		112,646
Current assets - non cash	278,801				278,801
Current assets - cash	74,711	22,620	-	-	97,331
Creditors due within one year	(205,512)				(205,512)
Creditors due after more than one year	(148,000)				(148,000)
Provisions				-	-
Total	-	22,620	112,646	-	135,266

Note 17 in the Trust's financial statements shows the split of net assets between funds. The difference between free cash and free reserves is sometimes confusing. We have used this page to try and explain the note in more detail.

Restricted General Funds

Almost all of the Trust's operational funding is restricted for the provision of free education. It is not surprising that a significant amount of current assets and liabilities are held within this fund. Total restricted general funds were £nil.

Unrestricted Funds

Total unrestricted funds carried forward were £22,620.

Fixed Asset Fund

Fixed assets valued at £112,646 make up all of this fund balance.

Pension Fund

The pension fund is made up entirely of the LGPS surplus of £30,000. Following a review of the scheme rules, we feel it is appropriate to restrict the recognition of this asset to £nil.

Summary of adjustments

Nature of Adjustment	Adjusted Items		Unadjusted Items (Factual)		Unadjusted Items (Judgemental)	
	Increase/ (decrease) in Revenue funds £	Increase/ (decrease) in Non Revenue funds £	Increase/ (decrease) in Revenue funds £	Increase/ (decrease) in Non Revenue funds £	Increase/ (decrease) in Revenue funds £	Increase/ (decrease) in Non Revenue funds £
Audit Adjustments						
Posting of fixed asset depreciation		(30,865)				
Donation in Kind P&L	51,000 (51,000)					
Donation in Kind BS - Debtor	51,000 (51,000)					
Donation in Kind BS - Creditor	51,000 (51,000)					
Being Pension Adjustment		283,000				
Being support staff pay accrual	(14,056)					
Being understatement of accruals - IPT Schools	(1,995)					
Being late client adj - Insurance Prepayment	13,205					
Being capitalisation of Artificial Grass Project		4,654				
Being late client adj - Additional Afghan Funding	3,900					
Total	1,054	256,789	-	-	-	-

Summary of adjustments - continued

Nature of Adjustment	Adjusted Items		Unadjusted Items (Factual)		Unadjusted Items (Judgemental)	
	Increase/ (decrease) in Revenue funds £	Increase/ (decrease) in Non Revenue funds £	Increase/ (decrease) in Revenue funds £	Increase/ (decrease) in Non Revenue funds £	Increase/ (decrease) in Revenue funds £	Increase/ (decrease) in Non Revenue funds £
Audit Adjustments						
Being uplift in Donation in Kind P&L	23,000 (23,000)					
Being uplift in Donation in Kind BS - Debtor/ Creditor due within 1 year	23,000 (23,000)					
Being uplift in Donation in Kind BS - Debtor/Creditor due within > 1 year	46,000 (46,000)					
Being capitalisation of Roll top fencing		9,790				
Total	-	9,790	-	-	-	-

Our findings

Deficiencies to be brought to the attention of the Trustees

We are required to report to you in writing, significant deficiencies in the Trust's internal control environment that we have identified during the audit. These matters are limited to those which we have concluded are of sufficient importance to be reported to you. Our audit cannot necessarily be expected to disclose all matters that may be of interest to you and, as a result, the matters reported may not be the only ones which exist. As part of our work, we considered internal controls relevant to the preparation of the financial statements such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

As required by the Academies Accounts Direction 2022 to 2023 trustees must ensure appropriate action is taken within a reasonable period to address any findings. All findings have been given the following priority rating based on their importance:

1. The Trustees must ensure this recommendation is addressed as a matter of priority. Where this is also a material breach of the Academy Trust Handbook, it is likely to result in a modified Regularity Report.
2. This may include a non-material breach of the Academy Trust Handbook or the Trust's internal financial regulations. Internal controls should be strengthened to enhance operational efficiency but action is not time critical.
3. Internal controls could be strengthened but there is little risk of material loss. This may be a point for future consideration as risks faced by the Trust evolve over time.
4. Observations and Recommendations. This point is either for information only or relates to a recommendation made last year where action has been taken and is no longer of concern.

Points raised last year

Prior year findings	Priority	Implication	Recommendation	Current year position
It was noted that the Fixed Asset Register had not been adequately maintained in the year. The additions had been noted on the register, however the calculation of depreciation and the net book value carried forward had not. The required accounting entries were also not made.	1	The requirement for the Academy to be maintaining the Fixed Asset Register themselves has not been met. This represents a breach of section 2.7 of the Academy Trust Handbook which requires the Academy to maintain a fixed asset register.	Ensure that the Fixed Asset Register is regularly maintained, with brought forward figures agreeing to the carried forward figures from the prior year accounts, depreciation charge being calculated and additions being correctly disclosed.	Re-raised as an issue in the current year.
It was noted that expense claims of some trustees were not authorised in accordance with the Trust finance regulations.	2	Incorrect people could end up authorising expenditure. The increases the risk of irregular or improper expenditure being incurred by the Trust.	Ensure all expense claims are authorised appropriately and in line with the financial regulations.	No issues noted.
We noted that Mr G Oliver was not removed from Companies House within two weeks of his resignation from the Board.	2	The Companies Act 2006 requires that all changes to directorships are reported within two weeks of the resignation or appointment.	Ensure trustee information is kept up to date on Companies House.	No issues noted.
It was noted that the year end bank reconciliation did not agree to the accounting system.	2	Bank reconciliations are a key control in any accounting system and should be prepared accurately to ensure those charged with governance are aware of the trust's cash position at any given point in the year.	While the bank reconciliation in question was quickly corrected, we recommend that future reconciliations are checked as part of the authorisation procedure each time one is produced.	No issues noted.

Points raised last year

Prior year findings	Priority	Implication	Recommendation	Current year position
It was noted that income that the trust had no right to was recognised as income and expenditure within the Trust financial statements.	3	While we appreciate the need to track the transactions for internal purposes, this practice overstates income in the financial statements.	Process such transactions through a control account on the balance sheet.	No issues noted.
It was noted that an invoice was posted with a date different to the one on the invoice.	3	This could result in a cut-off error if it were to occur near the year-end.	Make sure the transaction date is correct when the invoice is posted.	No issues noted.
It was noted that aged creditors did not reconcile to the trial balance.	3	This could result in incorrect payments going to suppliers.	Reconcile the aged creditors reports to the system on a monthly basis.	Re-raised as an issue in the current year.

Findings from this year's work – Priority 1

Current year findings	Implication	Recommendation	Client comments
<p>It was noted that the Fixed Asset Register had not been adequately maintained in the year. Not all additions had been noted on the register and these, along with the calculation of depreciation and the net book value carried forward had not been posted to the accounting system.</p>	<p>The requirement for the Academy to be maintaining the Fixed Asset Register themselves has not been met. This represents a breach of section 2.7 of the Academy Trust Handbook which requires the Academy to maintain a fixed asset register.</p>	<p>Ensure that the Fixed Asset Register is regularly maintained, with brought forward figures agreeing to the carried forward figures from the prior year accounts, depreciation charge being calculated and additions being correctly disclosed.</p>	<p>Noted.</p>

Findings from this year's work – Priority 2

Current year findings	Implication	Recommendation	Client comments
It was noted that the Chair of trustees (A Rowley) was also listed as the Chief Financial Officer on the DfE Get Information About Schools (GIAS) public database.	This is incorrect and could be misleading when people view the governance structure of the Academy as the Chair of trustees can not be the Chief Financial Officer.	Ensure GIAS is updated as soon as possible to correctly reflect any changes to the governance structure of the Academy.	The CFO name has been changed to John Osijo the Chair of Finance.

Findings from this year's work – Priority 3

Current year findings	Implication	Recommendation	Client comments
It was noted that aged creditors did not reconcile to the trial balance.	This could result in incorrect payments going to suppliers.	Reconcile the aged creditors reports to the system on a monthly basis.	Noted.
It was noted that accruals breakdown did not reconcile to the trial balance.	This could result in incorrect payments going to suppliers.	Reconcile accruals frequently with what has been posted to the trial balance.	Noted.

Findings from this year's work – Priority 4

Current year findings	Implication	Recommendation	Client comments
No findings to bring to your attention.			

Emerging issues

This year, The ESFA have simplified the Academy Trust Handbook to make it more clear and easier to interpret.

The handbook comprises short topics explaining requirements that trusts must follow from 1 September 2023.

Depending on your role, you may need to read other material, which is signposted throughout. Access the full Handbook via the QR code below.



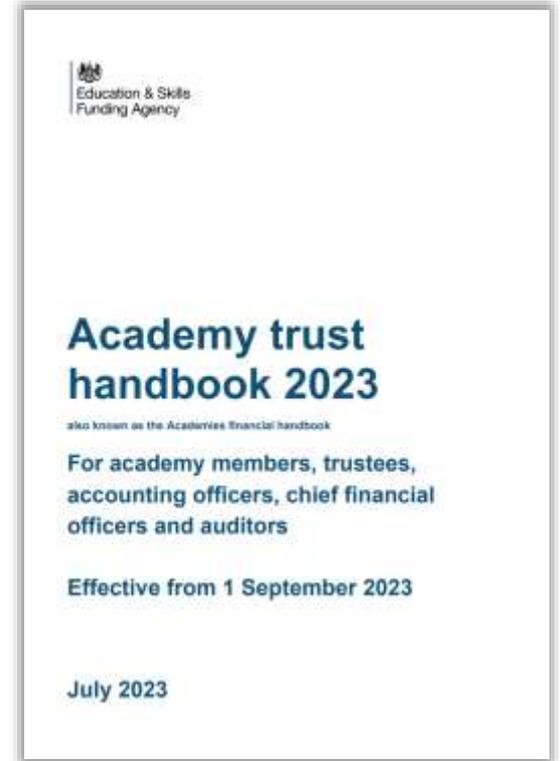
Academy Trust Handbook (ATH) 2023

The following significant changes have been included in the handbook for 2023:

- Emphasising the importance and value of good estates safety and management.
- Providing trusts with an additional month to submit their Budget Forecast Return (now to 31 August).
- Simplifying the position on the preparation and circulation of management accounts, including more discretion for trusts.
- Simplifying the position on GAG pooling to strengthen the value and importance of this practice for trusts to consider.
- Refining the approval threshold for related party transactions, including increasing the approval threshold to £40,000 per annum and simplifying arrangements for transactions within other educational providers.

For a deeper insight into the changes, please use the link below to access a recording of our 45 minute insight session.

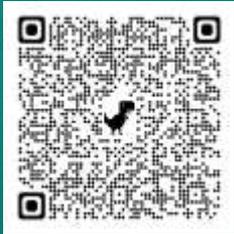
<https://vimeo.com/866782832?share=copy>



Emerging issues

How the Department for Education's Regions Group takes decisions about the creation, consolidation and growth of academy trusts.

Access the full documents via the QR code below



Commissioning High-Quality Trusts using Trust Quality Descriptions

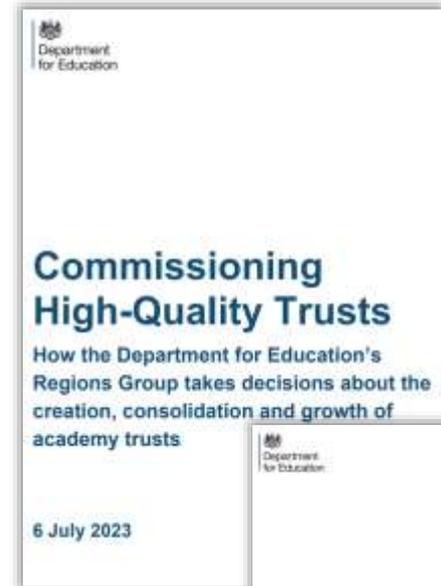
In the Schools White Paper, the Department published five pillars of quality for multi academy trusts. These pillars covered:

- High-Quality and Inclusive Education
- School Improvement
- Workforce
- Finance and Operations
- Governance and Leadership

These new guidance documents set out more detailed descriptions of each pillar and clarify that they will be used to inform decisions on creation, consolidation and growth of academy trusts.

As a result these two documents can help inform decisions by trusts looking to grow as much as it can inform decisions made by trusts/schools looking to join a multi academy trust.

It is still clear that DfE want all schools, over time, to be part of a high-quality multi-academy trust by working collaboratively with school and trust leaders as well as local authorities to grow the number of high-quality trusts across all areas of the country.



Trustee and governor recruitment



Since the closure of Academy Ambassadors' trustee recruitment service, finding governing board members has become more challenging.

Through various discussions we have discovered a number of resources which may help our clients address the perennial challenge of skills based recruitment of high calibre trustees.

Governors for schools offer a [bespoke matching service](#) by conducting competency assessments and skills-based matching reviews to ensure we fill your board with committed, high-calibre trustees.

The Institute of Chartered Accountants England and Wales and The Chartered Accountants' Benevolent Association launched [ICAEW Volunteers](#) to help skilled and in-demand chartered accountants give back and strengthen the not-for-profit sector through support in volunteer roles. The service is free for all not-for-profit organisations and volunteers to use.

ICAEW also acts in partnership with [Inspiring Governance](#) to place accountants in local governing body roles in single or multi academy trusts.

Nurole's proprietary [open hiring platform](#) allows Education organisations to access talent that was previously unreachable using a [research-backed structured assessment process](#) designed to improve hiring outcomes [at an affordable cost](#).

Emerging issues

Access each of the organisations' websites via the QR codes below.



Emerging issues

An overview of strategic estate management and the policies and governance arrangements you should have in place to help manage your estate effectively.

For full guidance, scan the QR code below



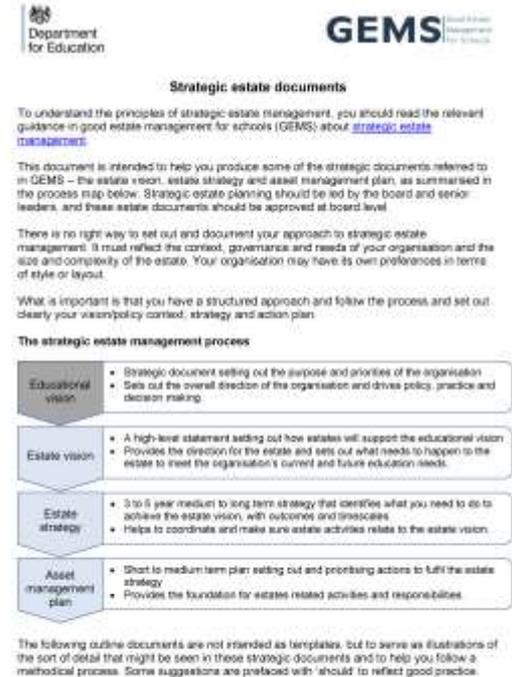
Good estate management for schools

The Academy Trust Handbook and the explicit statements each trust has to include in its 2023 statutory accounts make it clear that the DfE expects academy trusts to manage their school estate strategically and effectively and maintain their estate in a safe working condition. Trustees have ultimate legal responsibility for this.

Recent publicity around closures linked to the presence of reinforced autoclaved aerated concrete (RAAC) and asbestos in school buildings has heightened awareness.

While not new per se, the good estates management guide reinforces this message and clarifies what each trust needs to do to demonstrate adherence to these expectations.

An important starting point is developing a trust-wide estates strategy plan. This will help to focus resources and awareness on the areas of highest need and channel limited resources to the most impactful areas.



Department for Education

GEMS Good Estates Management for Schools

Strategic estate documents

To understand the principles of strategic estate management, you should read the relevant guidance in good estate management for schools (GEMS) about [strategic estate management](#).

This document is intended to help you produce some of the strategic documents referred to in GEMS – the estate vision, estate strategy and asset management plan, as summarised in the process map below. Strategic estate planning should be led by the board and senior leaders, and these estate documents should be approved at board level.

There is no right way to set out and document your approach to strategic estate management. It must reflect the context, governance and needs of your organisation and the size and complexity of the estate. Your organisation may have its own preferences in terms of style or layout.

What is important is that you have a structured approach and follow the process and set out clearly your vision/policy context, strategy and action plan.

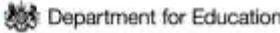
The strategic estate management process

Educational vision	<ul style="list-style-type: none"> Strategic document setting out the purpose and priorities of the organisation Sets out the overall direction of the organisation and drives policy, practice and decision making
Estate vision	<ul style="list-style-type: none"> A high-level statement setting out how estates will support the educational vision Provides the direction for the estate and sets out what needs to happen to the estate to meet the organisation's current and future education needs
Estate strategy	<ul style="list-style-type: none"> 3 to 5 year medium to long term strategy that identifies what you need to do to achieve the estate vision, with outcomes and timescales Helps to coordinate and make sure estate activities relate to the estate vision
Asset management plan	<ul style="list-style-type: none"> Short to medium-term plan setting out and prioritising actions to fulfil the estate strategy Provides the foundation for estates related activities and responsibilities

The following outline documents are not intended as templates, but to serve as illustrations of the sort of detail that might be seen in these strategic documents and to help you follow a methodical process. Some suggestions are pre-faced with 'should' to reflect good practice.

Key dates 2023-24

The Academies Planning Calendar provides a summary of key dates about ESFA activities for the 2023 to 2024 academic year that relate to academy funding, finance and compliance with your funding agreement.

 Academies planning calendar 		
A summary of key dates and actions relating to academy funding, finance and trust compliance with their funding agreement		
September 2023	October 2023	November 2023
Trust action <ul style="list-style-type: none"> Accesses raises online form available 12 September Academies must complete the National Tutoring Programme 2022 to 2023 Year End Statement Information and published guidance <ul style="list-style-type: none"> Academy Trust Handbook 2023 copies into effect ESFA publishes guidance and workbook for the land and buildings collection tool ESFA publishes guidance and workbook for the academies accounts return ESFA publishes key findings following the operation work relating to academy trust financial statements, academy funding audits and financial management and governance reviews, for the year 2022 to 2023 Pupil number adjustment (PNA) plans conference for the 2023 to 2023 data <p>Thinking about your land and buildings? Get help by using the Good Estate Management for Schools guidance.</p>	Trust action <ul style="list-style-type: none"> Autumn school census day - Thursday 6 October Land and buildings collection tool online form available 3 October Academies must publicly consult by 31 January 2024, for a minimum of 6 weeks, on proposed changes to admission arrangements for entry in September 2025, or if they haven't consulted in the past 7 years Academies to scope submit estimated pupil numbers for the 2024 to 2023 academic year Information and published guidance <ul style="list-style-type: none"> ESFA publishes the 16 to 19 revenue funding allocation data for 2023 to 2024 Pupil number adjustment (PNA) calculator and guidance notes 2023 to 2024 published PE and sport premium conditions of grant and allocations issued for the 2023 to 2024 academic year Mainstream schools additional grant (MSAG) second payment allocations ESFA publishes 2024 to 2025 academic year high needs place change guidance Payments <ul style="list-style-type: none"> Second quarterly pupil premium for 2023 to 2024 financial year Universal Infant Free School Meals (UIFSM) for newly eligible children First payment of the national tutoring programme grant payment and first payment of the recovery premium for the 2023 to 2024 academic year Reimbursement of Senior Mental Health Leads Grant claims made in financial year (quarter 2) 	Trust action <ul style="list-style-type: none"> Academies must return the school census by Wednesday 1 November Academies must submit their land and buildings collection tool by 7 November 2023 Payment <ul style="list-style-type: none"> First payment of the teachers' pay grant and teachers' pension grant for the 2023 to 2024 academic year (post-16 providers only) First PE and sport premium payment for the 2023 to 2024 academic year First payment of school staff instructor grant for 2023 to 2024 academic year Payment of teachers' pay additional grant for 2023 to 2024 financial year Mainstream schools additional grant (MSAG) second payment for the 2023 to 2024 financial year <p>Are your trustees informed and providing effective challenge? Understanding your data: a guide for school governors and academy trustees. How to collect data and what it can tell you about your school's performance.</p>
December 2023	January 2024	February 2024
Trust action <ul style="list-style-type: none"> Trusts submit their 2022 to 2023 audited financial statements, auditor's management letter, annual statutory internal control report and accounts submission completed by 31 December Announcement <ul style="list-style-type: none"> DE announces the schools revenue funding settlement for 2023 to 2024 	Trust action <ul style="list-style-type: none"> Spring school census day - Thursday 18 January Schools assurance management self-assessment checklist (SRMSAC) online form available Complete and submit the accounts return online form by 30 January Trusts publish their 2022 to 2023 audited financial statements on their website by 31 January Academies with high needs place funding in 2024 to 2025 academic year to check place change published outcomes Information and published guidance <ul style="list-style-type: none"> ESFA publishes outcomes of requests from local authorities for changes to high needs places for 2023 to 2024, academies have 2 weeks to submit a query about the outcomes ESFA issues guidance on estimating your funding for April 2024 to August 2024 options Early PNA exercise complete and revised GAG is uploaded to Document Exchange for 2023 to 2024. Letters are also issued via CRM ESFA publish 2024 to 2025 high needs place change outcomes Payments <ul style="list-style-type: none"> Third quarterly pupil premium for the 2023 to 2024 financial year Second payment of the recovery premium for the 2023 to 2024 academic year Second payment of the national tutoring programme grant payment for 2023 to 2024 Reimbursement of Senior Mental Health Leads Grant claims made in financial year (quarter 3) 	Trust action <ul style="list-style-type: none"> Academies must submit their spring census return by Wednesday 14 February Academies must determine the admission arrangements for entry in September 2023 by 28 February Academies must publish their admissions appeals timetable for 2024 on their website by 28 February Information and published guidance <ul style="list-style-type: none"> ESFA issues guidance on 2024 to 2025 funding allocations for open academies ESFA issues guidance on funding allocations for new opens between April 2024 and August 2024 ESFA issues 16 to 19 allocator calculator toolkits (ACTT) containing funding audits and student metrics Allocations for mainstream schools additional grant for new and growing schools in 2023 to 2024 financial year - this covers the second payment for schools open before September 2023, and the first payment for schools opened since September 2023 Publication of allocations of teachers' pay additional grant to new and growing schools for 2023 to 2024 financial year Payment <ul style="list-style-type: none"> Positive early PNA payments made to academies for 2023 to 2024

Access the Academies Planning Calendar by scanning the QR code below.



March 2024	April 2024	May 2024
<p>Trust action</p> <ul style="list-style-type: none"> Academies must publish their admission arrangements for entry in September 2023 on their website and send a copy to their local authority by 15 March Trusts complete and submit the school resource management self-assessment checklist (SRMSAC) by 15 March <p>Information and published guidance</p> <ul style="list-style-type: none"> ESFA issues academy revenue funding allocations for 2023 to 2024 including 16 to 19 allocations (plus student support, 16 to 19 Bursary Fund and free meals in further education) where applicable ESFA publishes the Academies Accounts Director, Model Accounts and Auditor Guide for 2023 to 2024 <p>Payment</p> <ul style="list-style-type: none"> PC and sport premium for newly eligible academies 	<p>Trust action</p> <ul style="list-style-type: none"> 16 to 19 revenue funding allocation business case for major data entry deadline 30 April <p>Information and published guidance</p> <ul style="list-style-type: none"> ESFA publishes 16 to 19 funding regulations guidance, funding rates and formula guidance for 2023 to 2024 ESFA publishes 16 to 19 student support eligibility and guidance, including 16 to 19 Bursary Fund guidance ESFA publishes guidance and workbook for the budget forecast return Mainstream schools additional grant (MSAG) final allocation for period April 2024 to August 2024 <p>Payment</p> <ul style="list-style-type: none"> Final quarterly pupil premium for the 2023 to 2024 financial year Trust payment of the recovery premium for 2023 to 2024 <p>Budget planning? Use the benchmarking and view my financial insights (VMI) tools to help you understand and see your financial data.</p>	<p>Trust action</p> <ul style="list-style-type: none"> Summer school census (by - Thursday 16 May) Trusts must submit their audited financial statements to Companies House within 9 months of the end of the accounting period which is 31 May Academies must submit their public sector apprenticeship data returns for the period 1 April 2023 to 31 March 2024 by 31 May. <p>Information and published guidance</p> <ul style="list-style-type: none"> Main PMA accounts complete and statements uploaded to Document Exchange for 2023 to 2024 Chart of Accounts 2024 to 2025 published <p>Payment</p> <ul style="list-style-type: none"> Second payment of the teachers' pay grant and teachers' pension grant for the 2023 to 2024 academic year (early years and post-16 providers only) Final PE and sport premium for the 2023 to 2024 academic year Final payment of the National Funding Programme grant payment for 2023 to 2024 Final payment of cadet school staff instructor grant for 2023 to 2024 academic year Teachers' pay additional grant allocations for new and growing schools for 2023 to 2024 financial year Final payment of mainstream schools additional grant (MSAG) final allocation for period April 2024 to August 2024
<p>June 2024</p> <p>Trust Action</p> <ul style="list-style-type: none"> Budget forecast return form available Academies must submit their summer census return by Wednesday 12 June <p>Information and published guidance</p> <ul style="list-style-type: none"> ESFA publishes the 16 to 18 sub-contracting contract guidance for 2023 to 2024 ESFA issues guidance on funding allocations for new openers between September 2024 and March 2025 <p>Buying supplies? Find advice and guidance on buying goods and services using Get Help Buying for schools.</p>	<p>July 2024</p> <p>Trust action</p> <ul style="list-style-type: none"> Complete and submit the budget forecast return Trust information to local authorities on your admission arrangements in order for the local authorities to publish the composite prospectus (deadline 8 August) Trusts must inform the local authority by 1 August if they want the local authority to co-ordinate their in-year applications for 1 September 2024 to 31 August 2025 (and provide the required information if SAU, or if they intend for in-year applications for that period to be made directly to them. Publish information on your website about how in-year applications can be made (deadline 31 August) <p>Information and published guidance</p> <ul style="list-style-type: none"> ESFA publishes the 2024 Academy Trust Handbook ESFA releases the 16 to 19 interactive contract tool ESFA issues guidance on estimating your funding, for September 2024 to March 2025 openers <p>Payment</p> <ul style="list-style-type: none"> Final payment for universal infant free school meals for the 2023 to 2024 academic year Quarte 1 payment of pupil premium Main PMA positive payments made to academies for 2023 to 2024 Final payment of the recovery premium for the 2023 to 2024 academic year National Professional Qualifications Targeted Support 2023 to 2024 	<p>August 2024</p> <p>Payment</p> <ul style="list-style-type: none"> Backfill payments for time off/ineligible for early career framework (ECF) <p>Planning and recruiting for next year's intake? Use our integrated curriculum and financial planning tools and guidance and sign up to the free Teaching Vacancies service.</p>

Causeway House
1 Dane Street
Bishop's Stortford
Hertfordshire
CM23 3BT

T 01279 755888
E stortford@pricebailey.co.uk
W pricebailey.co.uk