



**Birmingham City Council**

**To: Head Teachers of Primary, Secondary and Special Schools  
Operating the Full Cheque Book Scheme**

2nd May 2019

Dear Colleague,

**FULL CHEQUE BOOK SCHOOLS INSTALMENTS AND FINANCIAL  
REPORTING REQUIREMENTS 2019/2020**

I attach details of the calculation of total cash advances for your school for the financial year 2019/20 together with schedules of monthly advances dates for

## FINANCIAL INFORMATION AND RETURNS

All monthly and termly financial information and returns to be submitted are detailed in Birmingham's Approved Fair Funding Scheme for Financing Schools (sections 2 and 3).

The timetable for monthly returns (attached on Instalment Schedule) reflects the City Councils General Ledger (VOYAGER) period end dates and all reports should be sent to your contact officer (list attached to Instalment Schedule) to the email address shown below by the specified date.

Please ensure that:

- all financial returns reflect only expenditure relating to the school's

- copies of bank statements are submitted for all public fund accounts,

- Your provider of financial services to the school (if you have one) is aware of the deadline date and that any support is arranged to enable

