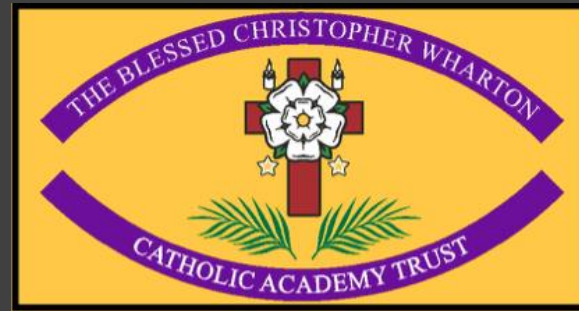


THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



Finance Policy

September 2018

MISSION

OUR VISION

To provide and promote excellent Catholic education, enabling everyone to reach their full potential in union with God.

"Be ambitious for the higher gifts"

1 Corinthians 12:31

OUR MISSION

With Jesus Christ at the centre of our life, we will provide Catholic schools open to all who want to share our educational goals inspired by Christian principles. We will offer the highest possible standards of education in which faith, culture and life are united in harmony. For the common good, we will work in partnership and trust with each other, with families, our communities and with all involved in the mission of education. We will encourage and empower children and young people to recognise and realise their God-given potential, providing them with opportunities to develop harmoniously their physical, moral, intellectual and spiritual gifts. We will help them to aspire to a sense of personal dignity and responsibility, to learn the correct use of freedom, and to participate actively in their communities. Guided by the Holy Spirit, we will teach Gospel values, as together we celebrate and live our call to follow Christ the teacher in self-giving love and service.

Introduction

This Policy, which details the financial operations of the Trust, has been designed to enable Academy Councils, Trust Officers, Directors and Academy staff to comply with statutory financial requirements and good business practice.

It is divided into 5 sections:

Terms of Reference of the Trust Finance Committee

This section details the composition, remit, work and responsibilities of the Trust Finance Committee.



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



Key Performance Indicators

By which the financial performance of the Trust will be assessed.

General Financial Principles

Which Academy Councils are expected to follow in the allocation and management of school budgets.

Matrix of Responsibilities

This section details the individual responsibilities of the Trust Board, Academy Councils, Executive Head Teachers, Head Teachers and the Accounting Officer in the statutory, strategic and day to day management of school budgets.

Financial Timetable

Sets out the dates by which the Trust, the Financial Director and Business Managers must complete and submit financial reports for the Trust Board/Auditors/Companies House/DfE.

References

All references to Academy Councils include Trust Intervention Board.

Diocese of Leeds

Any discussion with Dfe/EFSA regarding financial variations etc. must be done with the support of the Diocese.



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



Contents

Terms of Reference for Trust Finance Committee	4 - 6
Key Performance Indicators – Finance	7
General Financial Principles	7 - 8
Matrix of Responsibilities – Finance	9 - 19
Financial Timetable	20 – 24



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



Remit & Terms of Reference January 2017

Finance Committee of BCWCMAT

The schools of The Blessed Christopher Wharton Catholic multi Academy Trust educate our children to prepare them for life in all its fullness (John 10:10) by allowing them to grow in love for God and love for their neighbour as Christ Himself. Our role is to set standards for our schools so they provide opportunities for all our young people to:

- enjoy their learning and the process of unlocking their full potential
- experience success and progress toward academic excellence
- stay healthy and safe as they grow into being responsible citizens who care for others.

We are guided by these same principles in our duties to staff, parents and the wider community with due regard to legal requirements and the teaching and traditions of the Catholic Church.

Finance Committee

The Finance Committee shall be appointed by and report to the Trust Board. It shall comprise at least three Members of the Trust Board. Two Members shall form a quorum. The Committee will normally meet at least four times a year. Members of the Committee have the right to seek independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary. The costs will be borne by the Trust.

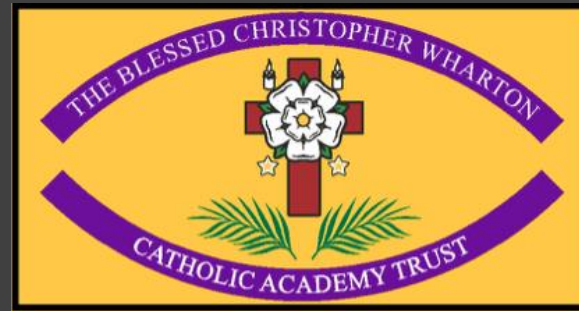
The agenda for Committee meetings shall be determined by the Chair of the Committee in consultation with other members of the Committee as appropriate and shall wherever possible be circulated in advance to persons attending the meeting and copied to the Chairman of the Trust Board.



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



The Finance Group of the Board of Directors has responsibility:

- i. To prepare the consolidated Trust budget in line with the priorities set out in the Trust Business and Development Plan (including Financial Plan)
- ii. To agree the Trust budget (and any contingency funds and similar)
- iii. To monitor the Trust budget
- iv. To prepare and agree revenue and capital budgets and set delegated authority for revenue and capital expenditure. Each Academy Council will submit budgets to the Trust Finance Committee for approval as per the Matrix of Financial Responsibilities.
- v. To monitor Academy allocations and pupil number trends regularly to assess the effect on the delegated budget allocation
- vi. To delineate and review limits on delegated authority (e.g. the Academy Council limit)
- vii. To consider (and to advise appropriately) the financial implications of adopting any policy under consideration with significant budget implications.
- viii. To undertake an annual review of all expenditure with a view to achieving "Best Value" in respect of the use of the delegated budget allocation. This will include a review of all contractors and suppliers to the Trust's Academies to ensure the existing arrangements are appropriate and in line with DfE purchasing advice to schools (on the DfE web site).
- ix. To delegate to individual Academies the authority to approve applications for use of their premises which must be done in accordance with the policy of the Board of Directors (The Board of Directors – but not a committee, which cannot delegate responsibility – may wish to delegate this responsibility to the Head teacher. In such cases, the Finance Group should receive reports on the Head teacher's decisions) or the Diocese
- x. To agree and review regularly the levels of financial delegation afforded within the Trust. Delegation to any Finance Committee of the Board of Directors will be agreed and reviewed by the Board of Directors as whole. In particular to negotiate, decide and publish the various limits listed in Appendix 1. In some cases these will be expressed as percentages, in others they will be a hard figure and may be different per individual Academy.
- xi. To prepare Trust wide policies, to draft sample policies.



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



Appendix 1

Variable limits reviewed and re-established as necessary, at least annually, by the Board of Directors in accordance with the Academies Financial Handbook.

In addition the following limits apply

Academy Council surplus Limit – as per the Financial Principles section below.

Write-offs and entering into liabilities

The Trust **must** obtain ESFA's prior approval for the following transactions beyond the delegated limits of the two categories set out below:

- writing-off debts and losses
- entering into guarantees, letters of comfort or indemnities

The delegated limits, subject to a maximum of £250,000, are:

- 1% of total annual income or £45,000 (whichever is smaller) per single transaction
- cumulatively, 2.5% of total annual income in any one financial year per category of transaction for any academy trusts that have not submitted timely, unqualified audited accounts for the previous two financial years. This category includes new academies that have not had the opportunity to produce two years of audited accounts
- cumulatively, 5% of total annual income in any one financial year per category of transaction for any academy trusts that have submitted timely, unqualified audited accounts for the previous two financial years

Reserves

ESFA previously set limits on the amount of GAG that could be carried forward by trusts from year-to-year. These limits have now been removed for eligible academy trusts (see section 3.11 of the Academies Financial Handbook 2017). Trusts should use their allocated GAG funding for the full benefit of their current pupils. If a trust has a substantial surplus they should have a clear plan for how it will be used to benefit their pupils, for example a long-term capital project.

Debt write off

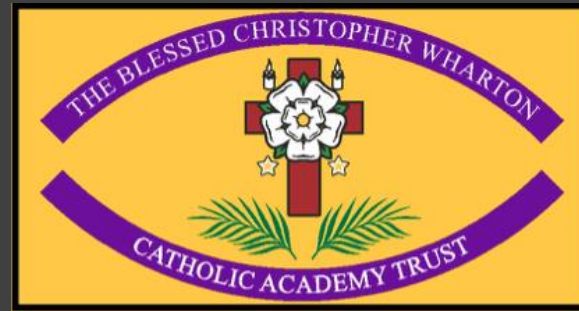
As per the Matrix of Responsibilities – Finance below.



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



Key Performance Indicators

Finance

The Trust to obtain a central administration charge of between 1-5% of its annual income (both the value in the current range of 1-5% and the upper and lower limits of that range will be reviewed annually).

The Trust to maintain a surplus each year. All academies within a three year period to maintain a surplus

Audit reports and risk registers highlight no material risk to the functioning of the Trust or its academies.

Rolling three year finance & capital strategies are used to make key spending decisions and identify efficiencies, and result in no material risk to functioning, including as a going concern.

GENERAL FINANCIAL PRINCIPLES

The full Blessed Christopher Wharton Trust Board met on 18th May 2017 and agreed the revised General Financial Principles for all schools in the Blessed Christopher Wharton Academy Trust.

1. Taking one year with the next, an individual academy should achieve a year-end position of financial balance or better.
2. An individual academy may only plan for a year end deficit with the permission of the trust board, and must have a plan in place to return to financial balance or better by the end of the next financial year, or sooner. Exceptionally, the Trust Board may approve a deficit plan for more than one year, running consecutively, provided that the academy presents a plan to reduce the deficit in each successive year, and to return the school to financial balance or better by the end of the third year after a deficit plan is first approved.
3. Where a deficit arises during the year, the academy must immediately put a deficit recovery plan in place to return the academy to financial balance or better either before the end of that same financial year, but no later than the end of the financial year immediately following the year in which the deficit arose. The Chair of the Trust Board and the finance committee of the trust, via the Finance Director, must be notified immediately that a deficit arises.



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



4. As a general rule, an academy's in-year recurrent expenditure can only be funded from in-year recurrent income; recurrent expenditure should only be funded from reserves carried forward from a previous year in exceptional circumstances, and then only with the agreement of the trust board decided on a case by case basis (i.e. because that surplus may be required to balance off a deficit elsewhere in the trust when preparing the consolidated financial position and accounts).

5. The Trust has an overriding responsibility to hold and use any surplus centrally in order to prevent the trust as a whole going into deficit or being unable to pay its creditors. An individual academy should not have a cumulated surplus which exceeds 5% of its total in year revenue income (excluding capital income). Revenue income includes DFE income, LA income and income raised from school activities. Allowances will be made for schools that inherit funds on conversion such as school fund bank accounts and LA surplus balances. A written action plan for the use of surplus funds over 5% for a future project or to balance the budget over the next three years must be submitted to the Trust Board via the Director of Finance. Any surplus beyond this agreed limit without a written plan of use may be held in reserve by the trust.

6. Surplus and Deficit means Income less expenses taking into account all accruals, deferred income, accrued income and prepayments (but excluding depreciation which is a reduction to the Fixed Asset Fund). In the Financial statements the surplus is referred to as the balances on the restricted and unrestricted general funds as shown in the Balance Sheet and related notes to the accounts.

7. Capital projects – see Matrix of Responsibilities.

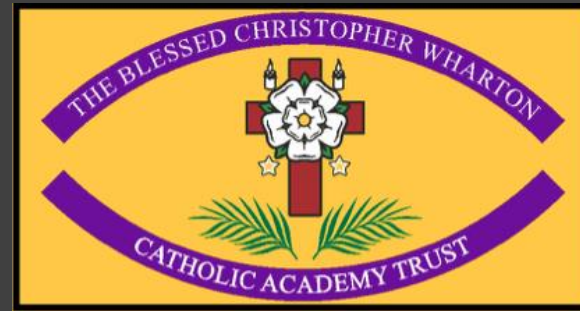
8. In exceptional circumstances and with the approval of the Trust Board, schools in surplus may be required to transfer money to a school with cash flow difficulties. This money should be viewed as a temporary loan to be returned when circumstances permit. In the event that the money cannot be repaid, point 5 above applies.



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



Matrix of Financial Responsibilities - Finance

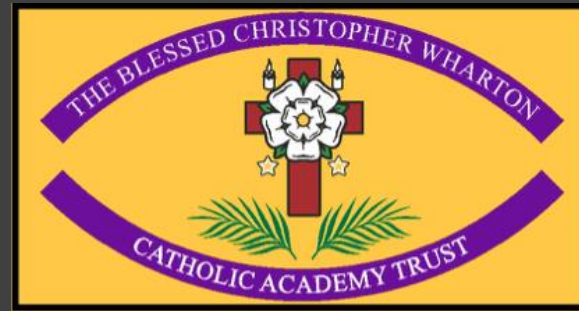
Financial Mgt/ report requirements					
Area of responsibility	Board of Trustees (inc committees)	Local Academy Council	Executive Headteacher / Headteacher	Accounting Officer	Director of Finance
Ensure Trust's continuing compliance with all EFA/DfE financial management requirements	✓	✓	✓	✓	✓
Approval of the trust's Financial Regulations and all financial policies	✓			✓	✓
To consider all relevant financial updates issued from the DfE/EFA and advise the BoT of any issues affecting the Trust financial administration. Ensure all of this info is brought to the attention of necessary staff.			✓	✓	✓
Approve the Financial Management System and ensure it is suitable for the needs of the Trust	✓			✓	✓
Review the Financial Management Software for suitability as the Trust changes over time and ensure it remains suitable. Refer to BoT if considered no longer fit for purpose.	✓		✓	✓	✓
Area of responsibility	Board of Trustees (inc	Local Academy Council	Executive Headteacher /	Accounting Officer	Director of Finance



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



	committees)		Headteacher		
Maintenance of a Register of Business Interests for all Trustees and Academy Council members and senior staff involved in decision making of the awarding of contracts etc . Put in place a procedure to deal with any conflicts of interest.	✓	✓	✓	✓	✓
Month End accounts					
Receive and review Trust consolidated monthly management accounts compiling of Income and Expenditure account, Balance sheet, cash flow and variance analysis	✓			✓	
Establish satisfactory reasons for variances	✓		✓		✓
Preparation of monthly end consolidated management accounts and review of individual academy figures	✓	✓ (review of own schools figures)	✓ (review of own schools figures)	✓	✓
Year End accounts					
Approval of year end consolidated statutory accounts	✓				✓
Review of year end figures from individual academies for inclusion in year end consolidated year end accounts		✓	✓	✓	✓



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



Area of responsibility	Board of Trustees (inc committees)	Local Academy Council	Executive Headteacher / Headteacher	Accounting Officer	Director of Finance
Prepare the annual report including commentary and ensure its adherence to the EFA Academies Accounts Direction			✓	✓	✓
Preparation of year end consolidated statutory accounts			✓	✓	✓
Audit process					
Prepare for annual audit and pension audit and ensure all working papers and supporting documentation is readily available			✓	✓	✓
Receive External Audit Management Letter and findings report	✓				✓
Recommend the appointment of External and Internal Auditors	✓		✓	✓	✓
Appoint External and Internal Auditors	✓ (inc Members at AGM)				✓
Receive Responsible Officer reports and report action points and academy response to Accounting Officer / BoT		✓ (for own academy and trust wide)	✓ (for own academy and trust wide)	✓	✓
Ensure all points raised from Annual Audit Management Report are actioned	✓				✓



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



Area of responsibility	Board of Trustees (inc committees)	Local Academy Council	Executive Headteacher / Headteacher	Accounting Officer	Director of Finance
Financial Planning					
Review the individual academy's annual budget	✓	✓	✓	✓	✓
Prepare and review of the Trust Consolidated annual budget	✓			✓	✓
Approve the Trust Consolidated annual budget	✓				
Propose the School Support Charge from Trust to the individual academies	✓			✓	✓
Approve the School Support Charge from Trust to the individual academies	✓				✓
Monitor and control expenditure against budget during the financial year	✓	✓ (for own academy)	✓	✓	✓
Review budget monitoring reports and projected out turn position from each individual academy	✓	✓ (for own academy)	✓	✓	✓
Control and monitoring of delegated budgets at individual academy level		✓	✓	✓	✓
Approval of Orders and expenditure					
Limits of approval – Per item	Over £50,000	£10k - £50k in conjunction with Finance & Gov Policy	£3k to £10k Budget Holder / Business Manager £0 to £3,000		



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



Area of responsibility	Board of Trustees (inc committees)	Local Academy Council	Executive Headteacher / Headteacher	Accounting Officer	Director of Finance
Provision of goods and services					
Approve procurement policy	✓				
Monitor purchasing regulations to ensure compliance by academies		✓	✓	✓	✓
Review contracts on an ongoing basis (and as part of ensuring the Trust/academies continues to achieve "best value")	✓	✓	✓	✓	✓
Ensure that a minimum of 3 written quotes are obtained for all purchases and contracts valued between £1,000 to £10,000 £10,000 to £50,000 = 3 written quotes in response to clearly defined written requirements. Over £50,000 Full Tendering Procedure. Requires Trust Board approval.		✓	✓	✓	
Ensure all academy contracts and SLA's are reviewed at least every three years and recommendations for Best Value with each contract is made to the BoT			✓		✓



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



Area of responsibility	Board of Trustees (inc committees)	Local Academy Council	Executive Headteacher / Headteacher	Accounting Officer	Director of Finance
Receipts of Gifts and Hospitality					
Approval of Gifts and Hospitality policy for the Trust	✓				
Maintain a Register of gifts and hospitality received by members, directors, and employees of the academy over £50 and report to the Academy Council any concerns	✓	✓	✓ (academy)	✓	✓
VAT					
To monitor the regulations on VAT ensuring compliance by the Trust			✓	✓	✓
To complete and submit the reimbursement claim for VAT on a monthly basis			✓		✓
To collate and submit to the Director of Finance / Trust the completed returns for the individual academy			✓		
To distribute the reimbursements back to the academies from the Trusts main bank account			✓		✓



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



Area of responsibility	Board of Trustees (inc committees)	Local Academy Council	Executive Headteacher / Headteacher	Accounting Officer	Director of Finance
Insurance					
Ensure the arrangements for insurance cover are adequate	✓	✓	✓	✓	✓
Undertake an assessment for risk management for insurance purposes for the Trust	✓	✓	✓	✓	✓
Income					
Set the School Support charge for the academic year for central services	✓				
Review and approve a Charging and Remissions policy.		✓	✓		
Set suitable controls of recording and collection of monies due and for the movement of banking monies for all accounts under the control of the Trust			✓	✓	✓
Write off of Bad debts in line with the regulations set by the Academies Financial Handbook.	Over £10,000 up to limits set by Academies Financial Handbook.	Up to £10,000 in own academy			
Ensuring all grants due to the academy are collected promptly			✓		✓
Be the signatory to all grant claims			✓		



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



Area of responsibility	Board of Trustees (inc committees)	Local Academy Council	Executive Headteacher / Headteacher	Accounting Officer	Director of Finance
Ensuring all money due to the Trust centre is collected promptly			✓		✓
Ensuring all other income due to the academy is collected promptly and banked			✓		
Bank Accounts					
Opening of bank accounts for all parts of the Trust with 2 signatories for all accounts	✓		✓ (recommendation to BoT)	✓ (recommendation to BoT)	✓
Authorised to be a bank signatory on the accounts (2 to sign)	✓	✓	✓	✓	✓
Approve bank reconciliations on monthly basis	✓ Central Fund by the Trust Finance Committee		✓		✓
Approve BACS payments and other bank transfers (plus Business Manager)			✓		
Petty Cash					
Agree amount of Petty cash to be held at each site, if approved by BoT		✓	✓	✓	
Maintenance of accounting records, security and regular reconciliation of petty cash		✓	✓	✓	✓



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



Area of responsibility	Board of Trustees (inc committees)	Local Academy Council	Executive Headteacher / Headteacher	Accounting Officer	Director of Finance
Assets					
Approval of capitalisation limits and depreciation policy for the Trust. Assets costing £5000 or over are capitalised	✓				
All assets must be purchased following the delegated limits set out above	✓	✓	✓		
Ensure all assets purchased are recorded on a Fixed Asset Register, marked as Trust property and existence confirmed on an annual basis.			✓		✓
Ensure all instances of loss/theft are notified to the Headteacher and Trust Board to ensure compliance with the Academies Financial Handbook reporting requirements.	✓	✓	✓	✓	
Ensure disposals of assets are in line with the Fixed Asset Management Policy		✓	✓	✓	✓
Disposal of land and buildings	✓ (only with EFA approval) + Diocese of Leeds				

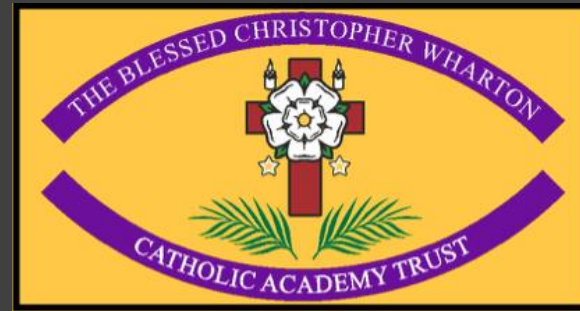


THE DIOCESE OF LEEDS

THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



Area of responsibility	Board of Trustees (inc committees)	Local Academy Council	Executive Headteacher / Headteacher	Accounting Officer	Director of Finance
Maintain a Corporate Risk Register, reporting all high risks regularly to BoT and action taken	✓		✓		
Produce and maintain individual academy risk registers and report to AC at each meeting		✓	✓		
Estates					
Responsible for the maintenance and upkeep of the academy properties		✓	✓		
Ensure building and grounds remain Health & Safety compliant, reporting any issues to the Exec Head		✓	✓		
Ensure any third party usage on site has appropriate insurance and first aid cover		✓	✓		
Security of academy site		✓	✓		



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



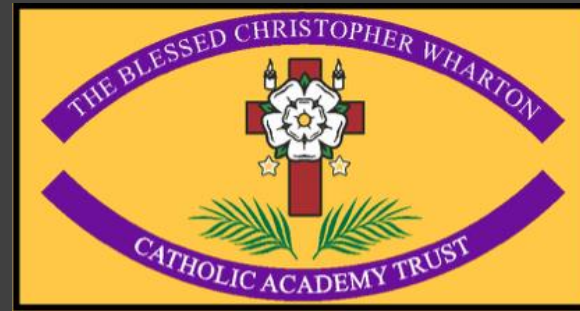
Area of responsibility	Board of Trustees (inc committees)	Local Academy Council	Executive Headteacher / Headteacher	Accounting Officer	Director of Finance
Capital Projects					
Capital projects will be funded by grants wherever possible either through the CIF (Capital Investment Funding) applied for by individuals schools or from the annual capital grant allocation to the MAT once there are at least 5 academies and more than 3,000 pupils in total. Where grants are not available, bids greater than £50,000 will be approved through the Trust Finance Committee for expenditure	✓	✓	✓	✓	✓



THE BLESSED CHRISTOPHER WHARTON
CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



<u>BCWCAT - Finance Timetable - Example year</u>			
<u>Date</u>	<u>Comments</u>	<u>From</u>	<u>To</u>
1 st Sept	Start of New Financial Year		
30 th Sept	Business Managers to complete Accounts for the month of July and August	Business Managers	Director of Finance = FD
15 th Oct	Financial Draft Accounts required for Review by FD with supporting schedules of income, copy invoices for accruals, prepayments, deferred and accrued income, salary breakdown, school statistics for Trustees Reports etc.	Business Managers	FD
21 st Oct	Business Managers to complete Accounts for the month of September	Business Managers	FD
30 th Oct	1st Draft Audit Accounts to Auditors to review	FD	Auditors
31 st Oct	DFE Land & Buildings Declaration	FD	EFSA



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



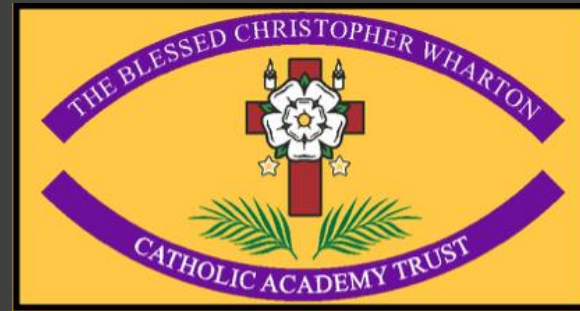
<u>Date</u>	<u>Comments</u>	<u>From</u>	<u>To</u>
6 th June – 17 th Nov	Auditors Visits to schools during two weeks	Auditors	Schools
21 st Nov	Business Managers to complete Accounts for the month of October 17	Business Managers	FD
30 th Nov	Trust Board to reviews and agree final accounts 2016/17 and reports	FD	Trust Board
08 th Dec	Trust Board & Auditors Final review and sign off audited accounts 2016/17	Trust Board	Auditors
21 st Dec	Business Managers to complete Accounts for the month of November	Business Managers	FD
31 st Dec	Signed Audited Accounts to Companies House and DFE	FD	Companies House & DFE
31 st Dec	Academies Accounts online submission	FD	ESFA
21 st Jan	Business Managers to complete Accounts for the month of December	Business Managers	FD



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



<u>Date</u>	<u>Comments</u>	<u>From</u>	<u>To</u>
19 th Jan	Full Academy Financial Return and Census with detailed breakdown of Financial Statements including school statistics for Staff numbers, gender, permanent / Temp, days sick leave etc. Benchmarking comparison of schools and key Counterparty Transactions.	FD & Business Managers	ESFA
21 st Feb	Business Managers to complete Accounts for the month of January	Business Managers	FD
21 st March	Business Managers to complete Accounts for the month of February	Business Managers	FD
31 st March	Gender Pay Reporting	FD	Gov.uk
21 st April	Business Managers to complete Accounts for the month of March	Business Managers	FD
19 th May	DFE Return actual results 1 st Sept – 31 st March + Projection 1 st April-31 st Aug	Business Managers	FD



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



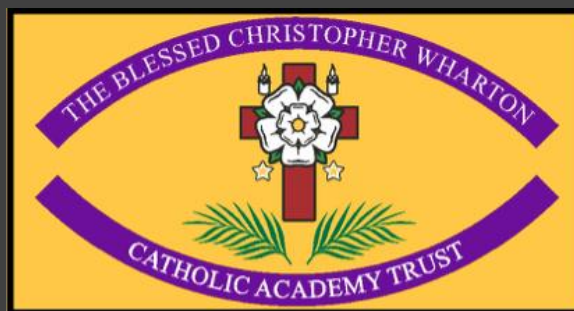
<u>Date</u>	<u>Comments</u>	<u>From</u>	<u>To</u>
20 th May	Business Managers and FD to prepare TPS Return (Teachers Pension Return) ready for auditors.	Business Manager + FD	FD
21 st May	Business Managers to complete Accounts for the month of April 18	Business Managers	FD
26 th May	National Statistics - Annual Survey of Hours & Earnings - Sample SJK / WIN	Business Manager + FD	FD
31 st May	Deadline for audit of TPS (Teachers pension Scheme Return).	FD	Auditors
31 st May	Corporation Tax Return due for Trust	FD	Auditors
16 th June	Annual Return to Companies House	FD	Companies House
21 st June	Business Managers to complete Accounts for the month of May	Business Managers	FD
30 th June	Deadline for Draft Budget to FD to review	Business Managers	FD



THE BLESSED CHRISTOPHER WHARTON CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
Queens Road
Keighley
BD21 1AR

www.christopherwhartonacademytrust.co.uk
admin@bcwcat.co.uk



<u>Date</u>	<u>Comments</u>	<u>From</u>	<u>To</u>
15 th July	Deadline for Trust Board to review and agree school budgets	Business Managers	FD
21 st July	Business Managers to complete Accounts for the month of June	Business Managers	FD
31 st July	Final agreed Academy Budget to be submitted to DFE	FD	DFE
31 st Aug	Trust 'declarations of Interest' forms due	Trust Board	FD
31 st Aug	Financial Year End		

