

## **Completing the Balance Control Mechanism (BCM ) form 2016-2017**

Enter the school's DfE number in cell 2F (the form will not calculate without this).

Enter the year-end forecast figures from the school's 9 month monitoring for I01, I02, I03, I05 and I18 in cells 6F–10F where applicable.

Cell 11F will calculate the total income on which the school's BCM calculation will be based.

Cell 12F will calculate the amount the school is allowed to carry over within the BCM limit.

Enter the school's year-end forecast rollover from the 9 month monitoring in Cell 13F.

Cell 14F will calculate whether the school has any amount over the BCM.

If there is no amount in cell 14F then the form is complete and it just needs to be returned in **excel** format as part of the 9 month returns. Schools Financial Services do not require a signed copy; the signed copy is for governors and should be kept with the associated minutes.

If there is an amount in cell 14F then the rest of the form needs to be completed.

In Cell 15F enter any collaboration money that will still be unspent at the end of 2016-17.

In Cell 16F enter any capital project that requires a revenue contribution, will **not** be completed by March 2017, and has **not** been included in the school's 9 month monitoring.

In Cell 17 F enter the amount of any other expenditure (within the BCM guidelines) that will **not** be spent by March 2017 and has **not** been included in the school's 9 month monitoring.

Cell 18F will calculate the total of Cells 15F- 17F.

Cell 19F will calculate whether the school will still have any funds over the BCM allowable limit after the expenditure in cells 15F – 17F.

If the school is planning to request to keep funds in excess of the BCM limit and have entered a value in Cell 16F and/or Cell 17F then the appropriate description boxes will also need to be completed. No evidence is required at this stage; if it is required it will be requested at year-end.

The box will also need to be completed stating whether an excess balance was carried forward from 2015-16 into this year.

Once the form is completed it needs to be returned in **excel** format as part of the 9 month returns. Schools Financial Services do not require a signed copy; the signed copy is for governors and should be kept with the associated minutes.