

Schools Financial Services

Special School Funding Template 2019/20 Input Guidance



Special School Funding Template 2019/20 - Input Guidance

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Special School Funding Template 2019/20 - Input Guidance

At the bottom of the spreadsheet there are a number of tabs.



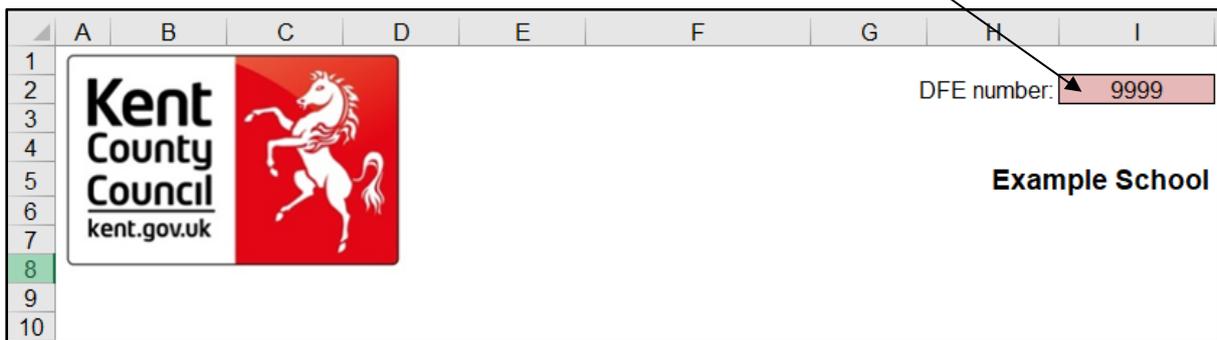
'Contents' Tab

This tab is for information only and provides details about the purpose of each of the other tabs within the template and hyperlinks to them.

Initial Set-up

'Year 1' Tab

On the 'Year 1' Tab select the school DfE number in cell I2 at the top of the sheet. The number can either be typed in directly or selected using the drop-down menu.



'Pupils' Tab

On the 'Pupils' Tab, enter pupil details under the pink shaded columns (Columns A, D, E, F, G and H).

	A	D	E	F	G	H	J
1	Sort by Pupil Key	Sort by Surname		Sort by Need Type	Sort by Start Date	Sort by End Date	
2	Pupil Key	Pupil Surname	Pupil Forename	Need Type	Placement START Date	Placement END Date	Annual Rate
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

Pupil Keys will be generated by the Schools & PVI Team and sent out with Monthly Statements in the new financial year. They are a combination of a DfE number followed by an underscore and an individual 3 digit identifying number for each pupil on roll (e.g. 7070_001).

They are only necessary for the operation of the **'Reconciliation' Tab** and can be left blank until receipt of the first monthly statement of the new financial year in April.

Pupil Surnames need to be entered in Column D, Forenames in Column E, Need Types in Column F, and start and end dates in Columns G and H respectively.

The cells left empty in Column A will turn **Yellow** as data is entered in other columns.

	A	D	E	F	G	H
1	Sort by Pupil Key	Sort by Surname		Sort by Need Type	Sort by Start Date	Sort by End Date
2						
3	Pupil Key	Pupil Surname	Pupil Forename	Need Type	Placement START Date	Placement END Date
4						
5		Smith	Jack	MLD&SLCN	01/01/18	31/03/20
6		Jones	Jill	BESD	01/05/18	31/03/20
7		Bloggs	Joe	SLD	18/11/16	31/08/20

This is because the column has been formatted so that template users can spot issues within pupil data at a glance (explained in more detail in the **'Reconciliation' Tab** section).

The yellow highlight means that pupil data has been entered without a pupil key and, as already stated, will be resolved when the first monthly statement of the new financial year is received.

The data entered onto this sheet generates forecasts in columns L to X and feeds into a number of other tabs and calculations within the template, so it will be worthwhile double-checking the details to ensure their accuracy.

There are 5 buttons at the top of this sheet that can be used to sort pupil data, either by Pupil Key, by Surname, by Need Type, by Start Date or by End Date.

	A	D	E	F	G	H
1	Sort by Pupil Key	Sort by Surname		Sort by Need Type	Sort by Start Date	Sort by End Date
2						
3	Pupil Key	Pupil Surname	Pupil Forename	Need Type	Placement START Date	Placement END Date
4						
5		Smith	Jack	MLD&SLCN	01/01/18	31/03/20
6		Jones	Jill	BESD	01/05/18	31/03/20
7		Bloggs	Joe	SLD	18/11/16	31/08/20

Using the **'Sort by Need Type'** button and local knowledge will assist in the identification of pupil numbers for each month when entering data on the **'Year 2 & 3 Pupils' Tab**.

'Year 1' Tab

Place Plus Funding 2019/20

On the 'Year 1' Tab, Place Plus Funding for Element 1 and Element 2, split between Pre and Post 16 will be shown at the top of the sheet. Within the Element 1 and 2 data, funding for the April to July/August period and the August/September to March period will be shown.

- 1) The total for Pre-16 Element 1 will be shown in cell I18 and Element 2 in I24.
- 2) A Pre-16 Total shows in cell I24.
- 3) The total for Post-16 Element 1 will be shown in cell I29 and Element 2 in cell I33.
- 4) A Post-16 Total shows in cell I35.
- 5) Excess Element 1 & 2 Funding will be driven by the pupil data entered onto the pupil tab and will be shown in cell I37.

	A	B	C	D	E	F	G	H	I	
12		Place Plus Funding 2019/2020								
13										
14		<u>Pre-16</u>								
15							Places	Rate	Total	
16			Element 1	Apr to Aug			1	£1,667	£278,333	
17				Sep to Mar				£2,333	£438,667	
18									£717,000	
19										
20			Element 2	Apr to Aug			2	£2,500	£417,500	
21				Sep to Mar				£3,500	£658,000	
22									£1,075,500	
23										
24								£10,000	£1,792,500	
25										
26			<u>Post-16</u>							
27			Element 1	Apr to Jul			3	£1,333	£44,000	
28				Aug to Mar				£2,667	£85,333	
29									£129,333	
30										
31			Element 2	Apr to Jul			4	£2,000	£66,000	
32				Aug to Mar				£4,000	£128,000	
33									£194,000	
34										
35								£10,000	£323,333	
36										
37			Excess Element 1 & 2 Funding					5		£95,000
38										

- 6) Element 3 funding is shown split out on a monthly basis, with an annual total in cell I52.
- 7) Total Place Plus Funding for 2019/20 will then be shown in cell I54.

	A	B	C	D	E	F	G	H	I	
38										
39		Element 3								
40									Total	
41								April	£0	
42								May	£0	
43								June	£0	
44								July	£0	
45								August	£0	
46								September	£0	
47								October	£0	
48								November	£0	
49								December	£0	
50								January	£0	
51								February	£0	
52								March	£0	
53									£0	
54		Total Place Plus Funding 2019/20								£2,210,833

Estimated Pupil Premium (PP) (Based on January 2019 census figures)

- 1) In cell G59 the estimated number of units for Free School Meals Ever 6 Primary is entered.
- 2) In cell G60 the estimated number of units for Free School Meals Ever 6 Secondary needs to be entered.
- 3) Estimated Adopted (Post-LAC) pupil numbers should be entered in cell G61.
- 4) In cell I62 a total figure for Children in Care (CiC) should be entered.
- 5) The estimated number of Service Children Ever 6 should then be entered in cell G63.
- 6) A Total Pupil Premium figure based on these estimates will now appear in cell I65.

	A	B	C	D	E	F	G	H	I	
57		Estimated Pupil Premium (PP)								
58							Units	Rate	Total	
59							30	£1,320	£39,600	
60							0	£935	£0	
61							5	£2,300	£11,500	
62									£1,000	
63							4	£300	£1,200	
64										
65		Total Pupil Premium								£53,300
66										

Universal Infant Free School Meals (UIFSM)

This is split into two sections, with the top section providing a figure for the remaining allocation for the 2018/19 **academic year** (April 2019 to August 2019) and the bottom section giving an estimated allocation for the first 7 months of the 2019/20 **academic year** (September 2019 to March 2020).

These two figures together will give an Estimated total funding for the 2019/20 **financial year**.

April to August 2019 Payment

*Qualifying Pupils: Calculate this by using the number of pupils recorded as taking a meal and then **subtracting** those pupils taking a meal known to be eligible for FSM in the same censuses. (Refer to census data).*

- 1) In cell I71, enter the number of qualifying pupils in years 1 & 2 as per the October 2018 census.
- 2) In cell I72, enter the number of qualifying pupils in years 1 & 2 as per the January 2019 census.
- 3) In cell I73, enter the number of qualifying pupils in year R as per the October 2018 census.
- 4) In cell I74, enter the number of qualifying pupils in year R as per the January 2019 census.
- 5) The remaining allocation for the period April to August 2019 will then show in cell I80, based on the total number of qualifying pupils calculated in the cells above.

	A	B	C	D	E	F	G	H	I
66									
67			Universal Infant Free School Meals						
68									
69			April to August 2019						
70									
71			October 2018 Taken meals years 1 & 2						10
72			January 2019 Taken meals years 1 & 2						22
73			October 2018 Taken meals year R						12
74			January 2019 Taken meals year R						23
75			Qualifying pupils						39
76			*190 meals (qualifying pupils X 190)						7410
77			Rate per meal						£2.30
78			Full Year allocation (September 2018 to August 2019)						£17,043
79									
80			Remaining Allocation for 2018/19 academic year (April to August 2019)						£7,101
81									
82									

Estimated September 2019 to March 2020 allocation

- 1) In cell I85 enter the estimated number of qualifying pupils in years 1 & 2 for the October 2019 census.
- 2) In cell I86 enter the estimated number of qualifying pupils in years 1 & 2 that are expected to be on the January 2020 census.
- 3) In cell I87 enter the estimated number of qualifying pupils in year R as per expectations for the October 2019 census.
- 4) In cell I88 enter the estimated number of qualifying pupils that will be in year R for the January 2020 census.
- 5) Once all cells have been populated, an Estimated UIFSM allocation for the 2019/20 academic year (September 2019 to March 2020) will generate in cell I94.
- 6) An Estimated Total UIFSM funding figure for the 2019/20 financial year (the sum of the April to August payment and the estimated September to March allocation) will be shown in cell I96.

	A	B	C	D	E	F	H	I	J	K	L
82											
83			September 2019 to March 2020 ESTIMATE								
84			<i>The DfE have not yet confirmed how this period will be calculated. However, we have assumed this is on the same basis as 2018/19 guidance.</i>								
85			October 2019 Taken meals (ESTIMATE) years 1 & 2					10			
86			January 2020 Taken meals (ESTIMATE) years 1 & 2					22			
87			October 2019 Taken meals (ESTIMATE) year R					12			
88			January 2020 Taken meals (ESTIMATE) year R					23			
89			Qualifying pupils					39			
90			*190 meals (qualifying pupils X 190)					7,410			
91			Rate per meal					£2.30			
92			Full Year allocation (September 2019 to August 2020)					£17,043			
93											
94			Estimated Allocation for 2019/20 academic year (September 2019 to March 2020)					£9,942			
95											
96			Estimated total funding in financial year 2019/20					£17,043			

- 7) Just below this section there is an additional line for any Special Nursery Funding to be entered in cell I98. Schools will have already received notification of this funding from the School Budget & PVI Team.
- 8) Just below the line for Special Nursery Funding you will see a line for 'Other Grants'. The amount in cell I100 is populated using data on the 'Other Grants' tab.
- 9) An overall total estimated funding figure will show in cell I102.

	A	B	C	D	E	F	H	I	
97									
98			Special Nursery (Observation and Assessment Centre)						
99									
100			Other Grants						£23,939
101									
102			Overall total estimated funding 2019/20						£2,305,115

Pooled Funding Arrangement

(Funding delegated to schools which is recovered via the advances)

Details of Pooled Funding Arrangements will appear below the UIFSM section, with a total expenditure figure in cell I113.

	A	B	C	D	E	F	G	H	I
104									
105		Pooled Funding Arrangement							
106							Rate	Places	
107			Schools in financial difficulties				£16.95	212	£3,586
108			Free School Meals Eligibility				£0.57	212	£121
109			Licences and Subscriptions (SIMS)				£3.63	212	£768
110			Trade Union Duties				£1.85	212	£391
111			Schools Personnel Service				£0.80	212	£169
112									
113									£5,036

'Other Grants' Tab

This tab has been created to allow the Teachers Pay Grant, PE Grant funding, Free School Meals Supplementary Grant and Year 7 Catch up to be added to the Funding Scenario on the Budget Planning Software.

Any grant funding added to this tab must **not** be added to the Other Income and Expenditure Scenario on the Budget Planning Software as it will double count the expected income.

'Excess E1 & E2' Tab

At the top of this sheet, a Protected Cash Advance figure will be shown in cell C4, based on the figure as at February 2019.

	A	B	C	D	E	F	G	H	I	J		
1			9999									
2		Year 1 Excess Element 1 and 2										
3												
4		Protected Cash Advance	£ 15,833.27									
5												
6												
7							April 2019 - March 2020					
8				April	May	June	July	August	September	October	November	
9		Places - Pre-16		167	167	167	167	167	167	188	188	
10		Places - Post-16		33	33	33	33	33	32	32	32	
11		Total Commissioned Places		200	200	200	200	200	199	220	220	
12		Actual		0	0	0	0	0	0	0	0	
13		Excess places		0	0	0	0	0	0	0	0	
14		Excess place unit cost (£)		833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	
15		Excess places Total (£)		-	-	-	-	-	-	-	-	
16		Protection period		March to July actuals								Se
17		Protected balance (£)		15,833.27	15,833.27	15,833.27	15,833.27	15,833.27	15,833.27	-	-	

In March 2019, a member of the Schools & PVI team will be contacting Special Schools to notify them if their Protected Cash Advance figure needs to be updated. Any updated figure needs to be entered into cell C4 by overtyping the figure that is already there.

This tab is used to illustrate how Year 1 Excess Element 1 and 2 funding is calculated. It shows the total commissioned place numbers for each month (row 10) against the actual place numbers (row 12), with the difference shown against excess places (row 13).

This number is then multiplied by the excess place unit cost shown in row 14 to give a total for each month in row 15.

Below the excess place totals, the Protection periods are listed and a protected monthly balance is shown in row 17. The total annual protected balance is then shown in cell O17.

	F	G	H	I	J	K	L	M	N	O	
5											
6	April 2019 - March 2020										
7	July	August	September	October	November	December	January	February	March	Total	
8	167	167	167	188	188	188	188	188	188	188	
9	33	33	32	32	32	32	32	32	32	32	
10	200	200	199	220	220	220	220	220	220	220	
11											
12	0	0	0	0	0	0	0	0	0	0	
13	0	0	0	0	0	0	0	0	0	0	
14	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.37	10,000.00
15	-	-	-	-	-	-	-	-	-	-	-
16	July actuals			September to February actuals							
17	15,833.27	15,833.27	15,833.27	-	-	-	-	-	-	-	94,999.62
18											

'Year 2 & 3 Pupils' Tab

In the pink-shaded cells in the *Year 2 Element 3 pupil data table* at the top of the sheet, enter estimated Year 2 pupil numbers for each need type against each month from March to July and September to February.

Figures do not need to be entered for August as these will be based on July figures. Each month's pupil numbers will generate funding in the following month, so March numbers will dictate the first month's funding in April 2020 and February numbers will dictate the last month's funding in March 2021.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															

Year 2 Element 3 pupil data
 * Each month's pupil numbers generates funding in the following month

	March 2020 - February 2021												
Need Type	March	April	May	June	July	August	September	October	November	December	January	February	FTE Pupils
MLD&SLCN	88	86	86	86	86	86	90	90	90	90	90	90	88.17
BESD	46	42	42	42	42	42	48	48	48	48	48	48	45.33
SLD	74	72	72	72	72	72	75	75	75	75	75	75	73.67
PD&PMLD	0												
ASD	0												
WeekdayMLD&SLCN	0												
WeekdayBESD	0												
WeekdaySLD	0												
WeekdayPD&PMLD	0												
WeekdayASD	0												
WeekendPD&PMLD	0												
WeekendASD	0												
	208	200	200	200	200	200	213	213	213	213	213	213	

The table just below is for *Year 3 Element 3 pupil data*. As before, enter estimated pupil numbers against each month and need type in the pink-shaded cells.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
32															
33															
34															
35															
36															
37															
38															
39															
40															

Year 3 Element 3 pupil data
 * Each month's pupil numbers generates funding in the following month

	March 2021 - February 2022												
Need Type	March	April	May	June	July	August	September	October	November	December	January	February	FTE Pupils
MLD&SLCN	90	90	90	90	90	90	88	88	88	88	88	88	89.00
BESD	48	48	48	48	48	48	48	50	50	50	51	51	49.00
SLD	75	75	75	75	75	75	79	79	79	79	80	80	77.17
PD&PMLD													
ASD													
WeekdayMLD&SLCN													
WeekdayBESD													
WeekdaySLD													
WeekdayPD&PMLD													
WeekdayASD													
WeekendPD&PMLD													
WeekendASD													
	213	213	213	213	213	213	215	217	217	217	219	219	

The information entered in these tables will feed into the future years budget calculations on the **'Year 2' Tab** and the **'Year 3' Tab**, so ensure best estimates are used and double-checked for accuracy.

'Year 2' Tab

The 'Year 2' Tab provides a budget projection for 2020/21 and relies on the pupil number estimates provided in 'Year 2 & 3 Pupils' tab.

Place Plus Funding 2020/21

- 1) Enter the estimated number of April to August Pre-16 places on October 2019 in cell G16, and September to March Pre-16 places in cell G17.
- 2) Enter the estimated number of April to July Post-16 places on October 2019 in cell G28, and August to March Post-16 places in cell G29.
- 3) The total for Pre-16 Element 1 will be shown in cell I18 and Element 2 in cell I22.
- 4) The total for Post-16 Element 1 will be shown in cell I30 and Element 2 in cell I34.

	A	B	C	D	E	F	G	H	I
12	Place Plus Funding 2020/21								
13									
14	<u>Pre-16</u>								
15							Places	Rate	Total
16			Element 1	Apr to Aug			188	£1,667	£313,333
17				Sep to Mar			188	£2,333	£438,667
18									£752,000
19									
20			Element 2	Apr to Aug			188	£2,500	£470,000
21				Sep to Mar			188	£3,500	£658,000
22									£1,128,000
23									
24								£10,000	£1,880,000
25									
26	<u>Post-16</u>								
27							Places	Rate	Total
28			Element 1	Apr to Jul			32	£1,333	£42,667
29				Aug to Mar			32	£2,667	£85,333
30									£128,000
31									
32			Element 2	Apr to Jul			32	£2,000	£64,000
33				Aug to Mar			32	£4,000	£128,000
34									£192,000
35									
36								£10,000	£320,000
37									

- 5) Element 3 funding will be shown further down the sheet, with the number of pupils for each need type and their associated funding rates shown separately.
- 6) Total Element 3 funding is shown in cell I52.

7) Total Place Plus Funding for 2020/21 will then be shown in cell I54.

	A	B	C	D	E	F	G	H	I
38			Element 3						
39							Pupils	Rate	Total
40							88.17	£1,660	£146,320
41							45.33	£3,562	£161,464
42							73.67	£5,518	£406,470
43							-	£11,963	£0
44							-	£8,182	£0
45							-	£0	£0
46							-	£0	£0
47							-	£0	£0
48							-	£0	£0
49							-	£0	£0
50							-	£0	£0
51							-	£0	£0
52									£714,257
53									
54									£2,914,253

Estimated Pupil Premium (PP)

- 1) In cell G59 enter the estimated number of units for Free School Meals Ever 6 Primary.
- 2) In cell G60 enter the estimated number of units for Free School Meals Ever 6 Secondary needs to be entered.
- 3) Estimated Adopted (Post-LAC) pupil numbers should be entered in cell G61.
- 4) In cell I62 a total figure for Children in Care (CiC) should be entered.
- 5) The estimated number of Service Children Ever 6 should then be entered in cell G63.
- 6) A Total Year 2 Pupil Premium figure based on the estimates provided will show in cell I65.

	A	B	C	D	E	F	G	H	I
56									
57			Estimated Pupil Premium (PP)						
58							Units	Rate	Total
59							30	£1,320	£39,600
60								£935	£0
61							5	£2,300	£11,500
62									£1,000
63							4	£300	£1,200
64									
65									£53,300
66									

UIFSM (ESTIMATE)

Qualifying Pupils: Calculate this by using the number of pupils recorded as taking a meal and then **subtracting** those pupils taking a meal known to be eligible for FSM in the same censuses. (Refer to census data).

- 1) In cell I71, the remaining payment for the period April to August 2020 is shown, based on the difference between the Full Year Allocation (shown in cell I92 on the 'Year 1' Tab) and the Estimated Allocation for 2019/20 academic year (shown in cell I94 on the 'Year 1' Tab).
- 2) In cell I75 enter the number of qualifying pupils in years 1 & 2 estimated to be on roll in the October 2020 census.
- 3) In cell I76 enter the number of qualifying pupils in years 1 & 2 estimated to be on the January 2021 census.
- 4) In cell I77 enter the estimated number of qualifying pupils in year R for the October 2020 census.
- 5) In cell I78 enter the estimated number of qualifying pupils in year R for the January 2021 census.
- 6) An Estimated Allocation for September 2020 to March 2021 will show in cell I84.
- 7) Estimated total UIFSM funding for the 2020/21 financial year will be displayed in cell I86.

	A	B	C	D	E	F	G	H	I	J	K	L
66												
67			Universal Infant Free School Meals (ESTIMATE)									
68			The DfE have not yet confirmed how this period will be calculated. However, we have assumed this is on the same basis as 2018/19 guidance.									
69			April to August 2020									
70			Remaining payment (see Year 1)									
71									£7,101			
72			September 2020 to March 2021									
73												
74												
75			October 2020 Taken meals years 1 & 2						12			
76			January 2021 Taken meals years 1 & 2						20			
77			October 2020 Taken meals year R						10			
78			January 2021 Taken meals year R						21			
79			Qualifying pupils						37			
80			*190 meals (qualifying pupils X 190)						7,030			
81			Rate per meal						£2.30			
82			Full Year allocation (September 2020 to August 2021)						£16,169			
83												
84			Estimated Allocation for 2020/21 academic year (September to March 2021)						£9,432			
85												
86			Estimated total funding in financial year 2020/21						£16,533			
87												

- 8) Just below this section there is an additional line for any Special Nursery Funding to be entered in cell I88. Schools should use the same figure as used for Year 1.
- 9) Just below the line for Special Nursery Funding you will see a line for 'Other Grants'. The amount in cell I90 is populated using data on the 'Other Grants' tab
- 10) An overall total estimated funding figure will show in cell I92.

	A	B	C	D	E	F	G	H	I
87									
88			Special Nursery (Observation and Assessment Centre)				9		
89									
90			Other Grants						£24,961
91									
92			Overall total estimated funding 2020-21				10		£3,009,048

Pooled Funding Arrangement

(Funding delegated to schools which is recovered via the advances)

Pooled Funding Arrangement details will appear below the UIFSM Estimate, with a total expenditure figure in cell I103.

	A	B	C	D	E	F	G	H	I
94									
95			Pooled Funding Arrangement						
96							Rate	Places	
97			Schools in financial difficulties				£16.95	220	£3,729
98			Free School Meals Eligibility				£0.57	220	£125
99			Licences and Subscriptions (SIMS)				£3.63	220	£799
100			Trade Union Duties				£1.85	220	£407
101			Schools Personnel Service				£0.80	220	£176
102									
103									£5,236

Year 3' Tab

The 'Year 3' Tab provides a budget projection for 2021/22 and relies on the pupil number estimates entered in the 'Year 2 & 3 Pupils' Tab.

It is set up in the same way as the 'Year 2' Tab with the Place Plus funding section for 2021/22 at the top of the sheet, then an Estimated Pupil Premium section, a UIFSM section and finally details of Pooled Funding Arrangements at the bottom of the sheet

The information required for this tab is very similar to the 'Year 2' Tab, but estimates should be updated to reflect Year 3 expectations.

Place Plus Funding 2021/22

- 1) Enter the estimated number of Pre-16 places as at the October 2020 census in cell G17.
- 2) Enter the estimated number of Post-16 places as at October 2020 in cell G29.
- 3) The total for Pre-16 Element 1 will be shown in cell I18 and Element 2 in cell I22.
- 4) The total for Post-16 Element 1 will be shown in cell I30 and Element 2 in cell I34.

	A	B	C	D	E	F	G	H	I
12	Place Plus Funding 2021/22								
13									
14			Pre-16						
15							Places	Rate	Total
16				Element 1	Apr to Aug		188	£1,667	£313,333
17					Sep to Mar		188	£2,333	£438,667
18									£752,000
19									
20				Element 2	Apr to Aug		188	£2,500	£470,000
21					Sep to Mar		188	£3,500	£658,000
22									£1,128,000
23									
24								£10,000	£1,880,000
25									
26			Post-16						
27							Places	Rate	Total
28				Element 1	Apr to Jul		32	£1,333	£42,667
29					Aug to Mar		32	£2,667	£85,333
30									£128,000
31									
32				Element 2	Apr to Jul		32	£2,000	£64,000
33					Aug to Mar		32	£4,000	£128,000
34									£192,000
35									
36								£10,000	£320,000

- 5) Element 3 funding will be shown below, with the number of pupils for each need type and their associated funding rates shown separately.
- 6) Total Element 3 funding is shown in cell I52.
- 7) Total Place Plus Funding for 2021/22 will then be shown in cell I54.

	A	B	C	D	E	F	G	H	I
38			Element 3						
39							Pupils	Rate	Total
40							89.00	£1,660	£147,703
41							49.00	£3,562	£174,523
42							77.17	£5,518	£425,782
43							-	£11,963	£0
44							-	£8,182	£0
45							-	£0	£0
46							-	£0	£0
47							-	£0	£0
48							-	£0	£0
49							-	£0	£0
50							-	£0	£0
51							-	£0	£0
52									£748,008
53									
54									£2,948,008

Estimated Pupil Premium

- 1) In cell G59 enter the estimated number of units for Free School Meals Ever 6 Primary.
- 2) In cell G60 enter the estimated number of units for Free School Meals Ever 6 Secondary.
- 3) Estimated Adopted (Post-LAC) pupil numbers should be entered in cell G61.
- 4) In cell I62 a total figure for Children in Care (CiC) should be entered.
- 5) The estimated number of Service Children Ever 6 should then be entered in cell G63.
- 6) A Total Year 3 Pupil Premium figure based on the estimates provided will show in cell I65.

	A	B	C	D	E	F	G	H	I
56									
57									
58									
59							Units	Rate	Total
59							30	£1,320	£39,600
60							0	£935	£0
61							5	£2,300	£11,500
62									£1,000
63							4	£300	£1,200
64									
65									£53,300

UIFSM (ESTIMATE)

Qualifying Pupils: Calculate this by using the number of pupils recorded as taking a meal and then **subtracting** those pupils taking a meal known to be eligible for FSM in the same censuses. (Refer to census data).

- 1) In cell I71, the remaining payment for the period April to August 2021 is shown, based on the difference between the Full Year allocation for September 2020 to August 2021 (shown in cell I82 on the 'Year 2' Tab) and the Estimated Allocation for September 2020 to March 2021 period (shown in cell I84 on the 'Year 2' Tab).
- 2) In cell I75 enter the estimated number of qualifying pupils in years 1 & 2 on roll for the October 2021 census.
- 3) In cell I76 enter the estimated number of qualifying pupils in years 1 & 2 for the January 2022 census.
- 4) In cell I77 enter the estimated number of qualifying pupils in year R for the October 2021 census.
- 5) In cell I78 enter the estimated number of qualifying pupils in year R for the January 2022 census.
- 6) An Estimated Allocation for 2021/22 academic year (September 2021 to March 2022) will appear in cell I84.
- 7) An estimated total UIFSM funding figure for the 2021/22 financial year will now show in cell I86.

	A	B	C	D	E	F	G	H	I	J	K	L
66												
67			Universal Infant Free School Meals (ESTIMATE)									
68			The DfE have not yet confirmed how this period will be calculated. However, we have assumed this is on the same basis as 2018/19 guidance.									
69			April to August 2021									
70												
71									£6,737			
72												
73			September 2021 to March 2022									
74												
75									22			
76									20			
77									10			
78									12			
79									33			
80									6,270			
81									£2.30			
82									£14,421			
83												
84									£8,412			
85												
86									£15,149			

- 8) Just below this section there is an additional line for any Special Nursery Funding to be entered in cell I88. Schools should use the same figure as used for Year 1.
- 9) Just below the line for Special Nursery Funding you will see a line for 'Other Grants'. The amount in cell I90 is populated using data on the 'Other Grants' tab.
- 10) An overall total estimated funding figure will show in cell I92.

	A	B	C	D	E	F	G	H	I	
87										
88			Special Nursery (Observation and Assessment Centre)							
89										
90			Other Grants							
91									£24,961	
92			Overall total estimated funding 2021/22							£3,041,418

Pooled Funding Arrangement

(Funding delegated to schools which is recovered via the advances)

Details of Pooled Funding Arrangements will appear below your UIFSM Estimate, with a total expenditure figure in cell I103.

	A	B	C	D	E	F	G	H	I
94									
95		Pooled Funding Arrangement							
96							Rate	Places	
97			Schools in financial difficulties				£16.95	220	£3,729
98			Free School Meals Eligibility				£0.57	220	£125
99			Licences and Subscriptions (SIMS)				£3.63	220	£799
100			Trade Union Duties				£1.85	220	£407
101			Schools Personnel Service				£0.80	220	£176
102									
103									£5,236

'Monthly Statement' Tab

Each month, shortly after the advances have run, the School Budget Team send out Monthly Element 3 Statements via email which look similar to the screenshot below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Key	Df	School	Pupil Surname	Pupil Forenan	D.O.B	Need Tyl	Other I	Placement START Da	Placement END Da	Rate Ke	Annual Apr-A	Annual Sep-M	April/LVI
2	7044_001	7044	Rowhill School	Blackwell	Annie		BESD	NO	22/09/14	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
3	7044_002	7044	Rowhill School	Baker	Tyler		BESD	NO	01/09/14	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
4	7044_003	7044	Rowhill School	Blacksmith	Lewis		BESD	YES	21/04/07	31/03/16	7044BESD	£5,940.17	£6,364.31	£0.00
5	7044_004	7044	Rowhill School	Baker	Dwayne		BESD	NO	03/09/13	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
6	7044_005	7044	Rowhill School	Taylor	Ashley		BESD	NO	01/09/10	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
7	7044_006	7044	Rowhill School	Williams	Josh		BESD	NO	01/09/14	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
8	7044_007	7044	Rowhill School	Martin	Callum		BESD	NO	20/02/12	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
9	7044_008	7044	Rowhill School	Blackwell	Kieron		ASD	NO	01/01/14	31/03/17	7044ASD	£9,689.10	£10,085.85	£807.43
10	7044_009	7044	Rowhill School	Smith	Danny Lee		ASD	NO	01/09/13	31/03/17	7044ASD	£9,689.10	£10,085.85	£807.43
11	7044_010	7044	Rowhill School	Blackwell	William		BESD	NO	03/09/13	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
12	7044_011	7044	Rowhill School	Baker	Ali		BESD	NO	05/11/12	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
13	7044_012	7044	Rowhill School	Blackwell	Cassandra		BESD	NO	29/09/06	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
14	7044_013	7044	Rowhill School	Williams	Tommy		BESD	NO	28/11/11	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
15	7044_014	7044	Rowhill School	Smith	Jordi		BESD	NO	26/11/14	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
16	7044_015	7044	Rowhill School	Blackwell	Cameron		BESD	NO	01/09/10	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
17	7044_016	7044	Rowhill School	Martin	Casey		BESD	NO	31/10/11	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
18	7044_017	7044	Rowhill School	Taylor	Luke		ASD	NO	26/04/11	31/03/17	7044ASD	£9,689.10	£10,085.85	£807.43
19	7044_018	7044	Rowhill School	Williams	Ross		ASD	NO	01/09/07	31/03/17	7044ASD	£9,689.10	£10,085.85	£807.43
20	7044_019	7044	Rowhill School	Jones	Reece		BESD	NO	01/12/08	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
21	7044_020	7044	Rowhill School	Blacksmith	George		BESD	NO	20/02/12	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
22	7044_021	7044	Rowhill School	Williams	Carl		BESD	NO	12/11/14	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
23	7044_022	7044	Rowhill School	Taylor	Bobby		BESD	NO	01/09/11	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
24	7044_023	7044	Rowhill School	Blacksmith	Jay		ASD	NO	28/11/12	31/03/17	7044ASD	£9,689.10	£10,085.85	£807.43
25	7044_024	7044	Rowhill School	Baker	Charlie-Jay		ASD	NO	03/09/13	31/03/17	7044ASD	£9,689.10	£10,085.85	£807.43
26	7044_025	7044	Rowhill School	Martin	Kyle		BESD	NO	19/11/08	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
27	7044_026	7044	Rowhill School	Williams	Harry		ASD	NO	03/09/13	31/03/17	7044ASD	£9,689.10	£10,085.85	£807.43
28	7044_027	7044	Rowhill School	Blackwell	Ryan		ASD	NO	20/02/12	31/03/17	7044ASD	£9,689.10	£10,085.85	£807.43
29	7044_028	7044	Rowhill School	Williams	Connor		ASD	NO	01/09/12	31/03/17	7044ASD	£9,689.10	£10,085.85	£807.43
30	7044_029	7044	Rowhill School	Blacksmith	Jordan		BESD	YES	18/01/10	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01
31	7044_030	7044	Rowhill School	Blacksmith	Reece		BESD	NO	01/11/13	31/03/17	7044BESD	£5,940.17	£6,364.31	£495.01

These statements can be imported in to the monthly statement tab. Click the import button on the monthly statement tab and this will ask you to select your monthly statement, click ok and select the file that needs uploading.

The screenshot shows a portion of an Excel spreadsheet with columns A through I and rows 1 through 16. Overlaid on the spreadsheet are two blue buttons: 'Import Data' and 'Clear sheet'. Below these buttons is a small dialog box titled 'Microsoft Excel' with a close button (X) in the top right corner. The dialog box contains the text 'Please select latest monthly statement' and an 'OK' button at the bottom.

For the first statement in April, after pasting it into the 'Monthly Statement' Tab, all cells will turn red, as per the screenshot on page 21.

	A	B	C	D	E	F	G	H	I	J	K		
1	Pupil Key	DfE School		Pupil Surname	Pupil Forename	D.O.B	Need Type	Other LA	Placement	START Date	Placement	END Date	Rate Key
2	7044-001	7044 Rowhill School		Smith						22/09/2014	31/03/2017	7044BESD	
3	7044-002	7044 Rowhill School		Martin						01/09/2015	31/03/2018	7044ASD	
4	7044-003	7044 Rowhill School		Barry						01/09/2014	31/03/2018	7044BESD	
5	7044-004	7044 Rowhill School		Blair						01/09/2015	31/03/2018	7044BESD	
6	7044-005	7044 Rowhill School		Coleman	Chris	31/05/2003	BESD	YES		21/04/2007	31/03/2018	7044BESD	
7	7044-006	7044 Rowhill School		Blackwell	George	22/12/2003	ASD	NO		01/06/2015	31/03/2018	7044ASD	
8	7044-007	7044 Rowhill School		Delaney	Frank	15/02/2003	BESD	NO		01/09/2014	31/03/2018	7044BESD	
9	7044-008	7044 Rowhill School		Styles	Harry	01/07/2006	ASD	NO		01/06/2015	31/03/2018	7044ASD	
10	7044-009	7044 Rowhill School		Pain	Sally	23/03/2010	BESD	NO		08/02/2016	31/03/2018	7044BESD	
11	7044-010	7044 Rowhill School		Ford	Graham	05/07/2003	ASD	NO		01/09/2015	31/03/2018	7044ASD	

This means that the pupil keys on the 'Monthly Reconciliation' Tab are not matched on the 'Pupils' Tab. Initially, this will be because there will be no pupil keys on the 'Pupils' Tab. However, this will be resolved when the first monthly statement of the new financial year is received.

Going back to the 'Pupils' Tab, the pupil keys should now be added, as per the monthly statement. In order for the reconciliation process to function correctly, it is crucial to ensure pupil keys are matched up to the correct pupils.

As pupil keys are entered on the 'Pupils' Tab, the yellow formatting in Row A will begin to disappear.

	A	D	E	F	G	H
1	Sort by Pupil Key	Sort by Surname		Sort by Need Type		
3	Pupil Key	Pupil Surname	Pupil Forename	Need Type	Placement	Placement
4					START Date	END Date
5	7044-001	Smith	Craig	BESD	22/09/14	31/03/17
6	7044-002	Martin	Chloe	ASD	01/09/15	31/03/18
7	7044-003	Barry	Jane	BESD	01/09/14	31/03/18
8	7044-004	Blair	Jack	BESD	01/09/15	31/03/18
9	7044-005	Coleman	Chris	BESD	21/04/07	31/03/18
10	7044-006	Blackwell	George	ASD	01/06/15	31/03/18
11	7044-007	Delaney	Frank	BESD	01/09/14	31/03/18
12	7044-008	Styles	Harry	ASD	01/06/15	31/03/18
13	7044-009	Pain	Sally	BESD	08/02/16	31/03/18
14	7044-010	Ford	Graham	ASD	01/09/15	31/03/18

Additionally, on the 'Monthly Statement' Tab the red formatting will also disappear as pupil keys are added to the pupil data.

	A	B	C	D	E	F	G	H	I	J	K		
1	Pupil Key	DfE School		Pupil Surname	Pupil Forename	D.O.B	Need Type	Other LA	Placement	START Date	Placement	END Date	Rate Key
2	7044-001	7044 Rowhill School		Smith						22/09/2014	31/03/2017	7044BESD	
3	7044-002	7044 Rowhill School		Martin						01/09/2015	31/03/2018	7044ASD	
4	7044-003	7044 Rowhill School		Barry						01/09/2014	31/03/2018	7044BESD	
5	7044-004	7044 Rowhill School		Blair						01/09/2015	31/03/2018	7044BESD	
6	7044-005	7044 Rowhill School		Coleman	Chris	31/05/2003	BESD	YES		21/04/2007	31/03/2018	7044BESD	
7	7044-006	7044 Rowhill School		Blackwell	George	22/12/2003	ASD	NO		01/06/2015	31/03/2018	7044ASD	
8	7044-007	7044 Rowhill School		Delaney	Frank	15/02/2003	BESD	NO		01/09/2014	31/03/2018	7044BESD	
9	7044-008	7044 Rowhill School		Styles	Harry	01/07/2006	ASD	NO		01/06/2015	31/03/2018	7044ASD	
10	7044-009	7044 Rowhill School		Pain	Sally	23/03/2010	BESD	NO		08/02/2016	31/03/2018	7044BESD	
11	7044-010	7044 Rowhill School		Ford	Graham	05/07/2003	ASD	NO		01/09/2015	31/03/2018	7044ASD	

If a pupil key cell turns **BLUE** then this means that the pupil key is a duplicate. On the 'Pupils' Tab the cell for the matching pupil key number will also turn blue.

	A	D	E	F	G	H
1	Sort by Pupil Key	Sort by Surname		Sort by Need Type		
2						
3	Pupil Key	Pupil Surname	Pupil Forename	Need Type	Placement START Date	Placement END Date
4						
5	7044-001	Smith	Craig	BESD	22/09/14	31/03/17
6	7044-002	Martin	Chloe	ASD	01/09/15	31/03/18
7	7044-003	Barry	Jane	BESD	01/09/14	31/03/18
8	7044-004	Blair	Jack	BESD	01/09/15	31/03/18
9	7044-005	Coleman	Chris	BESD	21/04/07	31/03/18
10	7044-006	Blackwell	George	ASD	01/06/15	31/03/18
11	7044-007	Delaney	Frank	BESD	01/09/14	31/03/18
12	7044-008	Styles	Harry	ASD	01/06/15	31/03/18
13	7044-009	Pain	Sally	BESD	08/02/16	31/03/18
14	7044-010	Ford	Graham	ASD	01/09/15	31/03/18
15	7044-007	Smith	Paul	ASD	01/06/15	31/03/18

This is very unlikely to happen but if it does then schools should contact Charlotte Landon or another member of the Schools & PVI Team, either by email (charlotte.landon@kent.gov.uk) or telephone (03000 419 654), to get a new pupil key generated.

In some instances, schools may have pupils on roll that qualify for funding but have not yet been picked up and included in the monthly statement. In these cases, schools should contact the SEN Resources Team to notify them of any discrepancies (specialpupiltracking@kent.gov.uk).

These pupils should be left on the 'Pupils' Tab where their pupil key will remain yellow in Column A. They will not appear on the 'Reconciliation' Tab until they have a pupil key which should be generated the following month and included in the monthly statement.

Once the 'Pupils' Tab has been updated, any coloured cells (**red**, **yellow** or **blue**) should now be white (unless there are pupils awaiting pupil keys on the 'Pupils tab') and the 'Reconciliation' Tab should be checked for any variances.

'Reconciliation' tab

The 'Reconciliation' Tab picks up the pupils and their associated payments from the 'Monthly Statement' Tab and then compares those pupils' payments to the forecasts from the 'Pupils' Tab. Any differences are then shown in the Variance columns.

Only those pupils on the monthly statement are picked up on the 'Reconciliation' Tab. So schools awaiting pupils to be included in monthly statements won't see the excess pupils from their 'Pupils' Tab appearing in the reconciliation and will need to make a separate note of any of these variances

Ensure the correct statement month is selected using the drop down menu in cell A3.

	A	B	C
1	Select statement		
2	month:		
3	April		
4	April		
5	May		
6	June		
7	July		
8	August		
9	September		
10	October		
11	November		
12		Pupil Surname	Pupil For
13		nith	Craig
14		artin	Chloe
15	7044-003	Barry	Jane
16	7044-004	Blair	Jack
17	7044-005	Coleman	Chris

To the right of the drop down menu, cells G1 and G2 perform another check to reconcile the number of pupils on the 'Pupils' Tab to the number of pupils on the 'Reconciliation' Tab. If there is a difference between the two figures then the cells will turn **RED**.

	A	B	C	D	E	F	G
1	Select statement			Number of pupils entered on Pupils tab by school	9		
2	month:			Number of pupils on reconciliation sheet	10		
3	April			Number of pupils on latest statement	10		

This maybe because the school has intentionally left pupils on the 'Pupils' Tab that are expected to be included in the next monthly statement. If this is the case then no further investigation is needed and cells G1 and G2 will remain red until an updated monthly statement is received the following month. Once the pupil numbers match the red highlights will disappear.

	A	B	C	D	E	F	G
1	Select statement			Number of pupils entered on Pupils tab by school	10		
2	month:			Number of pupils on reconciliation sheet	10		
3	April			Number of pupils on latest statement	10		

However, there could be a situation whereby a school is incorrectly funded for an additional pupil (and therefore has an extra pupil on the 'Monthly Statement' Tab and 'Reconciliation' Tab) but also has a pupil for which they are awaiting funding (and have left the pupil on the 'Pupils' Tab). In this situation, the red highlights on cells G1 and G2 would disappear as the discrepancies cancel each other out. However, the extra pupil on the 'Monthly Statement' Tab would be highlighted in red and the additional pupil on the 'Pupils' Tab would have a yellow highlight in Column A so the users eye should still be drawn to these discrepancies.

Check the 'Variance to date' column (Column G) and the variance column for the month to which you are reconciling.

In the example below there is a variance of £532.97 against one of the pupils (pupil Key 7044_007) and this is shown in both column G (variance to date) and column J (April variance column).

Monthly Statement			Number of pupils entered on Pupils tab by school				Number of pupils on reconciliation sheet			
Month: April 2017										
Pupil Key	Pupil Surname	Pupil Forename	Need Type	Placement START Date	Placement END Date	Variance to date	Forecast	Actual	Variance	
7044-001	Smith	Chris	BESD	22/09/14	31/03/17	-	532.97	532.97	-	
7044-002	Martin	Chris	ASD	01/09/15	31/03/18	-	838.50	838.50	-	
7044-003	Barry	John	BESD	01/09/14	31/03/18	-	532.97	532.97	-	
7044-004	Blair	John	BESD	01/09/15	31/03/18	-	532.97	532.97	-	
7044-005	Coleman	Chris	BESD	21/04/07	31/03/18	-	532.97	532.97	-	
7044-006	Blackwell	George	ASD	01/06/15	31/03/18	-	838.50	838.50	-	
7044-007	Delaney	Frank	BESD	01/09/14	31/03/18	532.97	532.97	532.97	532.97	

April			
	£ 6,018.84	£ 6,551.80	£ 532.97
Variance to date	Forecast	Actual	Variance
£ -	£ 532.97	£ 532.97	£ -
£ -	£ 838.50	£ 838.50	£ -
£ -	£ 532.97	£ 532.97	£ -
£ -	£ 532.97	£ 532.97	£ -
£ -	£ 532.97	£ 532.97	£ -
£ -	£ 838.50	£ 838.50	£ -
£ 532.97	£ -	£ 532.97	£ 532.97
£ -	£ 838.50	£ 838.50	£ -
£ -	£ 532.97	£ 532.97	£ -

To investigate any differences, check the data for the relevant pupil on the 'Reconciliation' Tab and compare it to the data on the 'Pupils' Tab.

In this example there is a variance due to a mismatch between the placement start date on the 'Monthly Statement' Tab (01/09/14) and the date on the 'Pupils' Tab (01/05/17).

Pupil Key	DfE	School	Pupil Surname	Pupil Forename	D.O.B	Need Type	Other LA	Placement START Date	Placement END Date
7044-001	7044	Rowhill School	Smith	Chris	22/09/14	BESD	YES	22/09/2014	31/03/2017
7044-002	7044	Rowhill School	Martin	Chris	01/09/15	ASD	NO	01/09/2015	31/03/2018
7044-003	7044	Rowhill School	Barry	John	01/09/14	BESD	NO	01/09/2014	31/03/2018
7044-004	7044	Rowhill School	Blair	John	01/09/15	BESD	NO	01/09/2015	31/03/2018
7044-005	7044	Rowhill School	Coleman	Chris	21/04/07	BESD	YES	21/04/2007	31/03/2018
7044-006	7044	Rowhill School	Blackwell	George	22/12/2003	ASD	NO	01/06/2015	31/03/2018
7044-007	7044	Rowhill School	Delaney	Frank	15/02/2003	BESD	NO	01/09/2014	31/03/2018

	A	D	E	F	G	H
1	Sort by Pupil Key		Sort by Surname		Sort by Need Type	
2						
3	Pupil Key	Pupil Surname	Pupil Forename	Need Type	Placement START Date	Placement END Date
4						
11	7044-007	Delaney	Frank	BESD	01/05/17	28/02/17
12	7044-008	Styles	Harry	ASD	01/06/15	31/03/18
13	7044-009	Pain	Sally	BESD	08/02/16	31/03/18
14	7044-010	Ford	Graham	ASD	01/09/15	31/03/18
15						

If the monthly statement is correct, once the date is amended on the 'Pupils' Tab, the variance disappears.

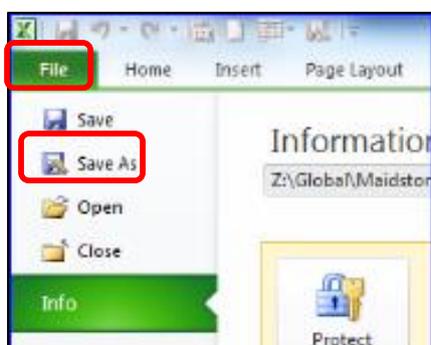
If the monthly statement is incorrect, then no changes need to be made and schools should contact The SEN Resources Team team to notify them of any discrepancies (specialpupiltracking@kent.gov.uk). The variance will remain on the 'Reconciliation' Tab until the following month when any errors on the monthly statement will have been corrected.

It should be noted that the payments shown on the monthly statement are backdated to show how the payments *should have been received* and may not therefore match the actual monthly funding received through the advances.

For example, a pupil who is accidentally missed off the monthly statement in April should then receive a double payment in May through the advances (May's funding and April's backdated funding). However, the monthly statement will actually show two separate payments in April and May, as this is how the funding should have been received. So the monthly funding shown on the monthly statements may not exactly match the cash payments received but the overall cumulative total will be the same.

This reconciliation is a process that will be repeated every month. A separate copy of the template should be saved after the reconciliation and given an appropriate name, so that at the end of the year there is a copy of the reconciliation for each month (in addition to a master copy of the template saved for budget setting at the start of the year).

To save a separate monthly copy, select 'Save As' rather than 'Save'. This can be done by clicking 'File' in the top left of the spreadsheet.



Then select 'Save As' and give the file an appropriate name e.g. *April Reconciliation, May Reconciliation etc.*

The following month, open up the last reconciliation and hit the 'clear sheet' button on the 'Monthly Statement' Tab before pasting the next statement in and repeating the process.

'BPS Summary' Tab

Once all the other tabs have been completed, this tab will summarise your funding by Ledger Code (I01, I02, I03, I05 and I18) for Years 1, 2 and 3, with totals for each year in cells C23, D23 and E23.

Pooled funding totals for each year will be shown in the cells below (C25, D25 and E25).

	A	B	C	D	E	F	G
1			21/02/2019	Year 1	Year 2	Year 3	
2		Source of Funding -table	CFR Code	2019-20	2020-21	2021-22	Notes
3							
4		Place funding Pre-16	I01	£1,792,500	£1,880,000	£1,880,000	
5		Place funding Post 16	I02	£323,333	£320,000	£320,000	
6		Excess place funding	I01	£95,000	£0	£0	
7		Element 3- top up funding	I03	£0	£714,253	£748,008	
8		Pupil Premium (PP)	I05	£53,300	£53,300	£53,300	
9		Universal Infant Free School Meal (UIFSM)	I18	£17,043	£16,533	£15,149	
10		Special Nursery (Observation and Assessment Centre)	I01	£0	£0	£0	
11		Teachers Pay Increase 2018 (TPG)	I01	£23,939	£24,961	£24,961	
18				£2,281,176	£2,984,087	£3,016,457	
23							
24		Summary by CFR code - for input in BPS					
25		Funds Delegated by the LA	I01	£1,887,500	£1,880,000	£1,880,000	
26		Teachers Pay Increase 2018 (TPG)	I01	£23,939	£24,961	£24,961	
27		Funding for Sixth-form Students	I02	£323,333	£320,000	£320,000	
28		High Needs top-up funding	I03	£0	£714,253	£748,008	
29		Pupil Premium (PP)	I05	£53,300	£53,300	£53,300	
31		Universal Infant Free School Meal (UIFSM)	I18	£17,043	£16,533	£15,149	
37		Total		£2,305,115	£3,009,048	£3,041,418	
38							
39		Pooled funding		£5,036	£5,236	£5,236	
40							
41							
42							

Please see the BPS Guidance notes for instructions on how to enter the above figures onto the BPS for your school.

These figures can then be used to complete the first 3 years of the *5 Years Data tab* on the Budget Planning Software (BPS). Refer to the BPS guidance notes for further instructions on how to enter these figures on BPS.