

## Schools in Financial Difficulty – Action Chart

School Action	Deadline	LA response
Year end closure process for previous financial year	Determined date prior to 31 March	LA monitors position and contacts HT and COG of schools with unlicensed deficit or in breach of recovery plan
Income and Expenditure (I&E) return to be submitted	May half term	LA monitors submissions
Non- submission of I&E	June	LA writes to HT and COG requesting I&E and recovery plan if required
Budget Anticipation/Recovery Plan to be submitted, if required, or Income and Expenditure return to be re-submitted showing balanced position	30 June	LA approves recovery plan and requesting termly outturn submissions. Where appropriate, issue Notice of Concern in Respect of Financial Delegation
Termly outturn submitted showing the same or better position than the approved recovery plan	termly	No Action
Non- submission of I&E and recovery plan despite reminder	July	Issue Notice of Concern in Respect of Financial Delegation
	Autumn term	SICB to attend Full Governors Meeting
Non- submission of I&E and recovery plan despite Notice of Concern in Respect of Financial Delegation and SICB attendance at Full Governors Meeting	Autumn term	LA work with Regional schools Commissioner (RSC) to discuss where they judge that a warning notice is necessary
	January	Issue 'early warning' letters to schools triggering financial thresholds indicating the possibility that the school is heading towards financial difficulty
	Spring term	Performance and Standards Warning notice for withdrawal of delegation issued to CoG and Headteacher, which will specify action to be taken if failure to comply
	Spring term	Copy of the warning notice to be provided to Ofsted and, and appropriate diocesan authority if necessary
	1 April	Withdraw Delegation / Intervention enforced Consideration of Interim Executive Board (IEB)

Throughout the year, a Notice of Concern in Respect of Financial Delegation, will be issued to any school due to convert under a forced academy notice, in order to safeguard the long term financial position of the school and the academy trust going forward and in recognition that where a maintained school becomes a sponsored academy any budget deficit that accrues remains with the Authority.

**Updated October 2018**