

## Appendix - 5

### Three Year Budget Setting - Guidance

#### Income (revenue)

- I01 Funds delegated by the local authority (LA)
  - Use most recent ISB statement as basis for estimating. Changes in pupil numbers will have the biggest impact on ISB allocations. For expected pupil number changes over next three years, reduce / increase by relevant AWPU rate x 1.4 per pupil x pupil number increases or reductions.
- I01 Growth Fund
  - In respect of basic needs growth agreed with the LA, assume 7/12th of relevant AWPU x 30 pupils (per class).
- I02 Funding for sixth form students
  - Use average per pupil allocation of the "programme funding" element to estimate for next three years.
  - Adjust other elements for known changes.
- I03 High needs top-up funding
  - Use existing top-up funding band rates to reduce / increase as per estimates pupil numbers.
- I05 Pupil Premium
  - Assume existing proportion of pupil qualifying continues for the next three years (use data from most recent ISB statement), convert to pupil numbers and apply existing PP rates for next three years.
- I06 Other government grants
  - Based on previous 2 years profile.
- I07 Other grants and payments received
  - Based on previous 2 years profile.
- I08 Income from facilities and services
  - Based on previous 2 years profile.
- I09 Income from catering
  - Base on current year out-turn and adjust for expected changes in pupil numbers.
- I10 Receipts from supply teacher insurance claims
  - Based on previous 2 years profile.
- I11 Receipts from other insurance claims
  - There may already be accruals to offset expenditure previously incurred so may not represent additional in-year income.
- I12 Income from contributions to visits
  - Based on previous 2 years profile and changes in pupil numbers.
- I13 Donations and/or voluntary funds
  - Based on previous 2 years profile.
- I15 Pupil-focused extended school funding or grants
  - Based on previous 2 years profile.
- I16 *Community-focused school funding or grants*
  - *As per local information; community focused income, expenditure and balances should be monitored separately*
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- I18 Additional grant for schools
  - Based on previous 2 years profile.

#### Employee Related:

- Issues - salary scales / annual increments for teaching and non-teaching staff.
  - Refresh/ update establishment list; remove leavers and add starters;
  - Ensure staff are on correct scales taking account of progressions
  - Correctly account for full or part-time, include on-costs;
  - Apply on-costs as HR tables (NI and pensions / staff opting out)
  - Teaching staff - factor in for salary increments that take effect in September.  
Progression through the scales, threshold applications MPS to UPS, Teaching staff; 5/12 19/20 then sept to march 20/21 7/12 of pay scales. Correct
  - TLR; should be reviewed annually by GB per pay policy
  - Based on previous 2 years profile.
- E01 Teaching staff
  - E02 Supply teaching staff
  - E03 Education support staff
    - Annual increments as notified by HR and known information such as salary freezes. Non-teaching staff APT&C. Use existing rates issued by HR
  - E04 Premises staff
    - As per historic / local information / priorities
  - E05 Administrative and clerical staff
  - E06 Catering staff
  - E07 Cost of other staff

|                                    |  |
|------------------------------------|--|
| E08 Indirect employee expenses     | As per historic / local information / priorities; based on previous 2 years profile.   |
| E09 Staff development and training | • As per historic / local information / priorities; based on previous 2 years profile.                                       |
| E10 Supply teacher insurance       | • Based on confirmed annual premium; DfE web site for procurement  |
| E11 Staff related insurance        | • DBS - renewals   |
| E26 Agency supply teaching staff   | • School should policy to minimise agency staff but budget could be set based on the anticipated use based on previous years |

**Premises Related:**

|  |   |
|--|---|
| E12 Building maintenance and improvement | • Review contract register for premises related contracts                                 |
| E13 Grounds maintenance and improvement  | •   |
| E14 Cleaning and caretaking              | • Projected current year out-turn uplifted by ONS inflation uplift                        |
| E15 Water and sewerage                   | • Based on previous 2 years profile and apply inflation uplift (ONS).                     |
| E16 Energy                               | • Energy - two year average; apply 2 year average and apply inflation uplift (ONS)        |
| E17 Rates                                | • Account for the business rates expenditure as per funding statement so is cost neutral. |
| E18 Other occupation costs               | • Based on previous 2 years profile and apply inflation uplift (ONS)                      |

**Supplies & Services:**

|                              |  |
|------------------------------|--|
| E19 Learning resources       | • As per previous year or best estimate for the new year                                   |
| E20 ICT learning resources   | • As per local priorities  |
| E21 Examination fees         | • As per current year out-turn adjusted for pupil number changes and ONS inflation uplift. |
| E22 Administrative supplies  | • Two year average; apply 2 year average and apply inflation uplift (ONS)                  |
| E23 Other insurance premiums | • projected current year out-turns uplifted by ONS inflation.                              |
| E24 Special facilities       |  |
| E25 Catering supplies        | • Based on meal numbers agreed with catering providers                                     |

**Third Party Payments:**

|  |  |
|--|--|
| E27 Bought-in professional services - curriculum | • Based on contract register   |
| E28 Bought-in professional services - other      | • Based on contract register   |
| E29 Loan interest                                | • Repayment plan as agreed   |
| E31 <i>Community-focused school staff</i>        | • <i>As per local information; community focused income, expenditure and balances should be monitored separately</i> |
| E32 <i>Community-focused school costs</i>        | • <i>As per local information; community focused income, expenditure and balances should be monitored separately</i> |

**Capital :**

|                     |                                     |
|---------------------|-------------------------------------|
| CI01 Capital Income | • Based on previous year allocation |
|---------------------|-------------------------------------|

Notes:

ONS Use Consumer Prices Index (CPI) most recent <https://www.ons.gov.uk/search?q=consumer+price+index>