

Scheme for the Establishment of Parent Councils (2018 updated December 2022)
 Directorate of Education and Learning - Curriculum and Quality Assurance Team

APPENDIX 3 - PARENT COUNCIL END OF YEAR FINANCIAL STATEMENT

Updated form with guidance and FAQs

PARENT COUNCIL (School) _____

A. No. of Meetings this academic year _____

B. Please complete **only in respect of funds provided by the Education Authority** as your Parent Council Administration and Training Allowance for the previous academic year.

1. Allowance received from Education Authority
(LAST YEARS PAYMENT- IF NO PAYMENT RECEIVED IN THE PREVIOUS ACADEMIC YEAR THIS SHOULD BE £0)
2. Clerk's Fee
3. Auditor's Fee
4. Clerk's Travel
Parent Council Members' Travel
5. Administration:
 - Stationery & Reprographics
 - Postages
 - Other (please detail)
6. Training
7. Other (please detail)
8. Income carried forward from previous academic year
9. Interest accrued

	Income	Expenditure
Total Income		
Total Expenditure		
Balance Remaining		

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C. Balance (please ✓ as appropriate)

The Parent Council intends to carry the **full** balance forward into the next financial year.

*The Parent Council wishes the full balance to be credited to the school's per capita allowance.

*The Parent Council wishes to carry forward £ _____ and to credit £ _____ to the school's per capita allowance.

***A cheque for the sum to be credited to the school's per capita payable to the Director for Finance should be enclosed**

Signed: _____(Treasurer) Email: _____ Date: _____

Signed: _____(Chairman) Email: _____ Date: _____

I have examined the above End of Year Financial Statement and find it correctly stated in accordance with the books, vouchers and other information submitted to me.

Signed: _____(Auditor) Date: _____

Please return to, Parental Involvement and Engagement Officer, Education and Learning Directorate, Militia House, English Street, Dumfries, DG1 2HR, Drop point 207 or email educationandlearningparentalinvolvement@dumgal.gov.uk

END OF YEAR FINANCIAL STATEMENT NOTES

You will be required to submit an audited account of income/expenditure at the end of each academic year. The current deadline for submitting returns is by 30th September each year (*allocation payments are based on Census data which is normally confirmed around this date*). Any Parent Councils that do not make this deadline can submit a further End of Year Financial Statement by 10th January. We will also address individual enquiries depending on circumstances. If you experience any difficulties in achieving the deadline, **please do not hesitate to contact** educationandlearningparentalinvolvement@dumgal.gov.uk

END OF YEAR FINANCIAL STATEMENT GUIDANCE FOR COMPLETION

Please ensure that the name of the Parent Council is entered.

- A. Enter the number of meetings the Parent Council has had during the given financial year.
- B. If fundraising is part of your Parent Council activities, please keep and audit this income separately. This form should only be completed in respect of funds from the Authority.

1. ALLOWANCE RECEIVED FROM EDUCATION AUTHORITY

Each year an allowance is sent by the Authority. This is based on a basic allowance of £250 plus 20p per pupil minus CONNECT Insurance and Parent Council Support Information and Training (now paid centrally).

2. CLERK'S FEE

This amount should be agreed by the Parent Council. Some PC's pay hourly, some pay per meeting and some pay an annual amount. It should be noted that parents cannot be paid

3. AUDITOR'S FEE

Again, this should be agreed (as per your constitution). See note E

4. CLERK'S TRAVEL

As above.

5. ADMINISTRATION

Some PC's use the school facilities and the school then invoices for this.

6. TRAINING

Normally any training would be organised through the Authority and would be funded centrally. From time to time, PC's may receive mailings offering training from other organisations and they would then need to decide if this was appropriate. There is also face to face and online training available as part of the CONNECT membership and PC's are encouraged to make

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full use of services available to them. All PC's have 3 Star cover (see table below) and this allows for two training sessions per annum. You can access SPTC website on: [Resources, Advice & Support for Parents & Parent Councils/PTAs :: Connect](#)

*NOTE: **INSURANCE** - is provided through your Connect Membership - details of which are circulated annually. It is the responsibility of the Parent Council to liaise directly with their insurer concerning any queries over events / activities in terms of meeting insurance requirements.*

7. OTHER

Where a cost arises from involving parents in school life, the PC may fund or part fund this from their allowance.

8. INCOME CARRIED FORWARD FROM PREVIOUS YEAR

This should be taken from the "Balance Remaining" of the previous statement or C. "The Parent Council wished to carry forward".

9. INTEREST ACCRUED

Most banks add interest to the balance.

C. If there is a balance remaining at the **end of each year**, the PC has three options:

- i) You can choose to carry this balance forward to the next financial year.
- ii) You may wish to donate full amount to school. Please note that this is the only time of the year you can do this. Enclose a cheque for the amount made payable to the Director of Finance and arrangements will be made to credit this directly to the school's per capita allowance.
- iii) You may wish to carry forward some of the balance and donate the remainder to the school. Again, please enclose a cheque.

D. Parent Councils should note that where the Allowance hasn't been paid for some time, only the current and previous year's Allowances will be paid. Any outstanding amounts prior to this can't be claimed.

E. An Auditor does not have to be a qualified accountant. It could be someone known to and trusted by the PC who has some financial knowledge. The Headteacher or PC Treasurer of a neighbouring school may be a good idea and you could perhaps return the favour.

Frequently Asked Questions

What if we change our bank account? If the parent council closes a bank account and opens another, this information must be shared with the parental involvement mailbox prior to submission of end of year statement. New bank account details must be on letter headed paper and signed by the Parent Council Chair. Please note, this is a several step process and may hold up payments if left until claim time so please share as soon as you make any bank changes.

We have not made a claim for several years what happens if we want to make a claim or seek an allowance? If no claim has been by a parent council for several years, finance will close the parent council account, and a new account must be opened. You must also provide details of how the last allowance received by the authority has been spent by the Parent Council.

When do we have to submit our End of Year Form? Please note there are only 2 dates for payment processing. Parent Councils should therefore aim to submit End of Year Statement in June (deadline 30th September) to ensure payment processing for forthcoming year. Where this deadline has not been met, a 2nd submission will be accepted by 10th January.

Why do we need to submit our End of Year Form? We need evidence of how you have spent your Dumfries and Galloway Council allocation as this is public money.

What else do we need to submit to receive our Dumfries and Galloway allocation of funds? You must submit every year the following information: A copy of your Constitution - please make sure this has a date when the Constitution was created. A copy of your most recent AGM minutes (the current year) and a list of the Parent Council Office Bearers.

Can we apply for previous years where we received no allocations?

Allocations can be processed for the current year and the year previous only.

**** Please only use Allocated funds from Dumfries and Galloway Council for the agreed purpose. Dumfries and Galloway Council allocation is public money, this cannot be used for gifts. Fundraising parent councils can use their fundraising account for items such as gifts, however, public money cannot be used for this purpose. This can be used to support the functions of the parent council, help with costs associated with any online platforms that help to reach the wider parent forum. ****