

## Executive Summary

### Commentary for P10 YTD: Period to 30th June 2020

**Actual Operating Surplus YTD before depreciation at month 10 is +£13,686 which is +£9,612 favourable to the budget YTD.**

It is running favourably to the budget driven by favourable income variance overall which is driven in the main by an increased teachers pay grant/pension grant received in May.

**Outturn: the full year forecast has been revised to reflect income/expenditure to date and latest forecasting but this is very much under review and is constantly changing - the outturn is virtually in line with last month's prediction**

**The forecast outturn for the full year is now £2,928** which is lower than last month's outturn being -£7,340 adverse driven by increases in Recruitment and other staff related costs in the main (Chartwells). The situation it is under constant review as the payments to suppliers, impact on trips, other losses or gains related to reduced utility consumption related to the coronavirus are not yet known.

This latest outturn no longer includes a £40,000 contingency provision.

Please note there are costs currently up to £70k relating to forthcoming trips that are not included - these are pending insurance reclaims which have all been filed but may not be successful. There are further claims to be filed as trips are cancelled and costs quantified. There are also costs being paid to Chartwells under the mandate of Procurement Policy Notice 2 and these costs sit within Other Staff Related Costs – these do not now include staffing costs other than management overhead since staff were eventually furloughed. They do however include food wastage which will be an unrecoverable exceptional item.

#### Income

**Actual operating income to date is ahead of the budget expectations, due to the receipt of the second teachers pay grant and teachers pension grant for 19/20 which is higher than anticipated (+£92,923 versus the budget).**

As per last month this variance has been driven by the higher than anticipated receipt of teachers pay/pension grant.

In June a further HMRC furlough payment was received of £1,923 which has also boosted income.

**Full year outturn for operating income now in line with actual income received which now includes the HMRC furlough payments (+£1,923 versus previous forecast).**

#### Other Income

**Other income YTD is -£112,920 adverse to the budget. As per previous months this has been mainly driven by lettings, trip income and trip admin fee which are lower to date due to the covid pandemic.**

A transfer in from reserves has also been assumed of £76,553 to cover roof repairs, CIF windows costs however this income is wholly offset within expenditure (Asset Management Plan). This transfer of reserves is pending receipt of CIF grant income but the accounts will be adjusted by the year end to account for this.

Other unrestricted income to date of £6,504 includes receipt of £850 relating to Arts Award grant as well as PGCE hosting, staff mentoring, UCAS fee income, various deposits written off etc

**Full year outturn for other income is virtually the same as last month at +£1,375 versus the budget but has been amended where relevant to reflect income received:**

- bank interest +£500 based on actual income to date
- other income +£875 relating to instrument purchase scheme fee and Arts Award grant (£850)

#### Expenditure

##### Pay Costs

**Total pay costs are adverse to the budget YTD by -£48,519 driven by unrestricted staff costs as per previous months commentary.**

Adverse variance within unrestricted staff costs relates partly to: Mandarin After School Club which wasn't included in the budget however this is wholly offset within income, an increase in music hours taught and higher costs due to pension increases. The pension increase is offset by the receipt of the teachers pension grant.

Support staff costs are higher than budgeted due to higher levels of premises overtime costs.

**Full year outturn for pay costs remains as per last month with no anticipated significant changes.**

##### Non Pay Costs

**YTD Non Pay expenditure is £61,900 favourable to the budget, driven by trip expenditure variance due to phasing as well as savings to date in utilities, general maintenance, cleaning in recent months due to the current covid situation and unspent budgeted contingency, savings in curriculum spend to date etc**

This has been partially offset various variances:

Recruitment spend is higher than budgeted due to a £3k placement fee for Audra Hill (not budgeted) and Assistant Head advertising

Other Staff Related Costs include management charges to date to Chartwells however it is hoped some of this will be reimbursed via claim process

Asset Management Plan costs of +£45,163 comprising CIF window expenditure and roof repairs; offset within income covered by DFCCG.

Full year outturn for non pay costs have been revised in line with actual spend to date and latest projections, resulting in increased costs of £10,638 versus last month's forecast.

Main drivers of this increase are:

- Recruitment has increased due to assistant head teacher advert earlier this year, Audra Hill fee plus projections (+£5,500)

- Other Staff Related Costs increased in line with the actual costs to Chartwells to date due to the pandemic (+£6,500). Claim of circa £4,800 has been made and will hopefully offset some of this.

Partially offset by anticipated savings in exam fees based on actual costs to date.

# INCOME AND EXPENDITURE STATEMENT - Period to 30th June 2020

|  | 2019/20 Month 10 YTD vs Budget |                    |                 | Full Year outturn   |                      |
|--|--------------------------------|--------------------|-----------------|---------------------|----------------------|
|  | ACTUAL                         | BUDGET             | VARIANCE        | Latest Outturn June | Previous Outturn May |
|  | £                              | £                  | £               | £                   | £                    |
| <b>INCOME</b>  |                                |                    |                 |                     |                      |
| Operating Income   | 3,219,978                      | 3,208,132          | 11,846          | 4,867,626           | 4,865,704            |
| Other Income   | 536,426                        | 516,199            | 20,226          | 490,806             | 489,431              |
| <b>Total Income</b>  | <b>3,756,404</b>               | <b>3,724,331</b>   | <b>32,072</b>   | <b>5,358,433</b>    | <b>5,355,135</b>     |
| <b>EXPENDITURE</b>   |                                |                    |                 |                     |                      |
| Pay  | (2,897,431)                    | (2,863,457)        | (33,974)        | (4,347,666)         | (4,347,666)          |
| Non Pay  | (845,287)                      | (856,800)          | 11,513          | (1,007,839)         | (997,201)            |
| <b>Total Expenditure</b>   | <b>(3,742,718)</b>             | <b>(3,720,257)</b> | <b>(22,461)</b> | <b>(5,355,505)</b>  | <b>(5,344,867)</b>   |
| <b>OPERATING SURPLUS/(DEFICIT)</b>   | <b>13,686</b>                  | <b>4,074</b>       | <b>9,612</b>    | <b>2,928</b>        | <b>10,267</b>        |
| <b>Restricted/Unrestricted view:</b>                                       |                                |                    |                 |                     |                      |
| Operating Income   | 3,219,978                      | 3,208,132          | 11,846          | 4,867,626           | 4,865,704            |
| Restricted Costs   | (3,443,684)                    | (3,348,473)        | (95,211)        | (4,927,052)         | (4,918,984)          |
| <b>Restricted Operating Surplus/Deficit</b>                                | <b>(223,706)</b>               | <b>(140,341)</b>   | <b>(83,365)</b> | <b>(59,425)</b>     | <b>(53,281)</b>      |
| Unrestricted income  | 536,426                        | 516,199            | 20,226          | 490,806             | 489,431              |
| Unrestricted Costs   | (299,034)                      | (371,784)          | 72,750          | (428,453)           | (425,883)            |
| <b>Unrestricted Surplus/Deficit</b>  | <b>237,392</b>                 | <b>144,415</b>     | <b>92,976</b>   | <b>62,353</b>       | <b>63,548</b>        |
| <b>Operating Surplus/(Deficit) before Depreciation/capital adjustments</b> | <b>13,686</b>                  | <b>4,074</b>       | <b>9,612</b>    | <b>2,928</b>        | <b>10,267</b>        |
| <b>Depreciation</b>  | <b>(244,966)</b>               |                    |                 |                     |                      |
| <b>Operating Surplus/(Deficit) after Depreciation</b>                      | <b>(231,280)</b>               |                    |                 |                     |                      |

## KPIs:

|  |       |       |
|--|-------|-------|
| % restricted teaching costs / Restricted Expenditure | 62.1% | 64.8% |
| % staff costs / Restricted Expenditure               | 80.5% | 83.7% |
| % teaching costs / ESFA Income                       | 66.4% | 68.0% |

## Average (all schools) 18-19 expenditure for comparison (source: <https://www.gov.uk/government/statistics/la-and-school-expenditure-2018-to-2019-financial-year>)

|  |     |                     |
|--|-----|---------------------|
|  |     | DfE green benchmark |
| % restricted teaching costs / Restricted Expenditure | 57% | 52.5-61%            |
| % staff costs / Restricted Expenditure               | 80% | n/a                 |
| % teaching costs / ESFA Income                       | 57% | n/a                 |

**INCOME ANALYSIS STATEMENT - P10 YTD, Period to 30th June 2020**

|                                       | 2019/20 Month 10 YTD vs Budget |                  |               | Full Year outturn   |                      |              |
|---------------------------------------|--------------------------------|------------------|---------------|---------------------|----------------------|--------------|
|                                       | ACTUAL YTD                     | BUDGET YTD       | VARIANCE      | Latest Outturn June | Previous Outturn May | VARIANCE     |
|                                       | £                              | £                | £             | £                   | £                    | £            |
| <b>Operating Income</b>               |                                |                  |               |                     |                      |              |
| School Budget Share                   | 2,805,717                      | 2,805,720        | (3)           | 3,366,860           | 3,366,860            | -            |
| Minimum Funding Guarantee             | 88,601                         | 88,600           | 1             | 106,321             | 106,321              | -            |
| 6th Form Funding                      | 875,970                        | 875,970          | (0)           | 1,051,164           | 1,051,164            | -            |
| Rates Relief                          | 27,839                         | 27,290           | 549           | 32,750              | 32,750               | -            |
| <b>Sub Total - GAG</b>                | <b>3,798,127</b>               | <b>3,797,580</b> | <b>547</b>    | <b>4,557,095</b>    | <b>4,557,095</b>     | <b>-</b>     |
| Pupil Premium                         | 26,492                         | 24,370           | 2,122         | 31,790              | 31,790               | -            |
| 16-19 Bursary Income                  | 8,116                          | 5,760            | 2,356         | 6,916               | 6,916                | -            |
| Other Government Grants - SEN funding | 271,825                        | 183,980          | 87,845        | 271,825             | 269,903              | 1,923        |
| <b>Sub Total - Other Grants</b>       | <b>306,433</b>                 | <b>214,110</b>   | <b>92,323</b> | <b>310,531</b>      | <b>308,609</b>       | <b>1,923</b> |
| <b>Operating Income</b>               | <b>4,104,560</b>               | <b>4,011,690</b> | <b>92,870</b> | <b>4,867,626</b>    | <b>4,865,704</b>     | <b>1,923</b> |

  

|   | 2019/20 Month 10 YTD vs Budget |                  |                  | Full Year outturn   |                      |              |
|---|--------------------------------|------------------|------------------|---------------------|----------------------|--------------|
|   | ACTUAL                         | BUDGET           | VARIANCE         | Latest Outturn June | Previous Outturn May | VARIANCE     |
|   | £                              | £                | £                |                     | £                    | £            |
| <b>Other Income Statement</b>                         |                                |                  |                  |                     |                      |              |
| Devolved Capital Grant                                | 21,679                         | 19,000           | 2,679            | 21,679              | 21,679               | -            |
| Other DfE / EFA Capital Grants - transfer in reserves | 76,553                         |                  | 76,553           |                     |                      | -            |
| <b>Sub Total - Capital Income</b>                     | <b>98,232</b>                  | <b>19,000</b>    | <b>79,232</b>    | <b>21,679</b>       | <b>21,679</b>        | <b>-</b>     |
| Lettings  | 73,781                         | 122,500          | (48,719)         | 75,000              | 75,000               | -            |
| Bank Interest & Prize Fund income                     | 7,192                          | 5,000            | 2,192            | 7,500               | 7,000                | 500          |
| School Fund donations                                 | 8,811                          | 9,580            | (769)            | 9,000               | 9,000                | -            |
| Rental income   | 3,300                          | -                | 3,300            | 3,960               | 3,960                | -            |
| Catering income                                       |                                | -                | -                | 10,000              | 10,000               | -            |
| Music Peri Income including admin fee                 | 135,682                        | 125,000          | 10,682           | 100,000             | 100,000              | -            |
| Trip admin fee/Trip Surplus                           | 8,635                          | 37,500           | (28,865)         | 10,000              | 10,000               | -            |
| Concert/performance income                            | 6,057                          |                  | 6,057            | 6,057               | 6,057                | -            |
| Jack Petchey Income                                   | 3,000                          | -                | 3,000            | 3,000               | 3,000                | -            |
| PA Donations  | 4,608                          |                  | 4,608            | 4,608               | 4,608                | -            |
| Arkwright Scholarship Income                          | 600                            |                  | 600              | 600                 | 600                  | -            |
| Trip Income   | 266,254                        | 333,330          | (67,076)         | 220,000             | 220,000              | -            |
| Mandarin Class Income                                 |                                |                  | -                | 10,560              | 10,560               | -            |
| Student Print Credits                                 | 2,338                          | 2,080            | 258              | 2,338               | 2,338                | -            |
| Other unrestricted Income                             | 6,504                          | 4,691            | 1,813            | 6,504               | 5,629                | 875          |
| <b>Sub Total - Other income</b>                       | <b>526,761</b>                 | <b>639,681</b>   | <b>(112,920)</b> | <b>469,127</b>      | <b>467,752</b>       | <b>1,375</b> |
| <b>Total Other Income</b>                             | <b>624,994</b>                 | <b>658,681</b>   | <b>(33,687)</b>  | <b>490,806</b>      | <b>489,431</b>       | <b>1,375</b> |
| <b>TOTAL INCOME</b>                                   | <b>4,729,553</b>               | <b>4,670,371</b> | <b>59,182</b>    | <b>5,358,433</b>    | <b>5,355,135</b>     | <b>3,298</b> |

## EXPENSE ANALYSIS STATEMENT - P10 YTD, Period to 30th June 2020

## PAY COSTS STATEMENT

|   | 2019/20 Month 10 YTD vs Budget |                  |                 | Full Year outturn   |                      |          |
|---|--------------------------------|------------------|-----------------|---------------------|----------------------|----------|
|   | ACTUAL YTD                     | BUDGET YTD       | VARIANCE        | Latest Outturn June | Previous Outturn May | VARIANCE |
|   | £                              | £                | £               | £                   | £                    | £        |
| Teaching Staff & Supply                 | 2,688,242                      | 2,689,110        | 868             | 3,223,036           | 3,223,036            | 0        |
| Support Staff                           | 790,848                        | 784,685          | (6,163)         | 950,762             | 950,762              | 0        |
| Other                                   |                                |                  | 0               |                     |                      | 0        |
| <b>Sub Total</b>                        | <b>3,479,090</b>               | <b>3,473,795</b> | <b>(5,295)</b>  | <b>4,173,798</b>    | <b>4,173,798</b>     | <b>-</b> |
| Apprenticeship Levy                     | 1,238                          | 1,035            | (203)           | 1,338               | 1,338                | -        |
| <b>Sub Total - Restricted Pay Costs</b> | <b>3,480,328</b>               | <b>3,474,830</b> | <b>(5,498)</b>  | <b>4,175,136</b>    | <b>4,175,136</b>     | <b>0</b> |
| Unrestricted Staff Costs                | 152,791                        | 109,770          | (43,021)        | 172,530             | 172,530              | -        |
| <b>TOTAL PAY</b>                        | <b>3,633,119</b>               | <b>3,584,600</b> | <b>(48,519)</b> | <b>4,347,666</b>    | <b>4,347,666</b>     | <b>0</b> |

## NON PAY COSTS STATEMENT

|   | 2019/20 Month 10 YTD vs Budget |                  |                 | Full Year outturn   |                      |                 |
|---|--------------------------------|------------------|-----------------|---------------------|----------------------|-----------------|
|   | ACTUAL                         | BUDGET           | VARIANCE        | Latest Outturn June | Previous Outturn May | VARIANCE        |
|   | £                              | £                | £               | £                   | £                    | £               |
| Staff Training                              | 14,381                         | 15,830           | 1,449           | 15,000              | 15,000               | 0               |
| Other Staff Related Costs                   | 11,852                         | 7,330            | (4,522)         | 12,000              | 5,500                | (6,500)         |
| Recruitment                                 | 24,983                         | 17,500           | (7,483)         | 30,000              | 24,500               | (5,500)         |
| <b>Sub Total - Staff Related Costs</b>      | <b>51,215</b>                  | <b>40,660</b>    | <b>(10,555)</b> | <b>57,000</b>       | <b>45,000</b>        | <b>(12,000)</b> |
| Asset Management Plan                       | 45,163                         | 29,170           | (15,993)        | 45,163              | 45,163               | 0               |
| Premises Contracts                          | 31,129                         | 28,750           | (2,379)         | 34,500              | 34,500               | 0               |
| General Maintenance                         | 14,977                         | 21,670           | 6,693           | 15,000              | 15,000               | 0               |
| Kitchen Upkeep                              | 1,577                          | 2,500            | 923             | 1,750               | 1,750                | 0               |
| Ground Maintenance                          | 2,268                          | 1,670            | (598)           | 4,000               | 4,000                | 0               |
| Cleaning                                    | 17,138                         | 23,920           | 6,782           | 20,000              | 20,000               | 0               |
| Furniture                                   | 4,540                          | 3,330            | (1,210)         | 4,540               | 4,540                | 0               |
| Utilities                                   | 106,882                        | 120,000          | 13,118          | 115,000             | 115,000              | 0               |
| Rates & Insurance                           | 45,705                         | 48,540           | 2,835           | 58,250              | 58,250               | 0               |
| <b>Sub Total - Occupational Costs</b>       | <b>269,378</b>                 | <b>279,550</b>   | <b>10,172</b>   | <b>298,203</b>      | <b>298,203</b>       | <b>-</b>        |
|   | 2019/20 Month 10 YTD vs Budget |                  |                 |                     |                      |                 |
|   | ACTUAL YTD                     | BUDGET YTD       | VARIANCE        | Latest Outturn June | Previous Outturn May | VARIANCE        |
|   | £                              | £                | £               | £                   | £                    | £               |
| Curriculum spend                            | 38,785                         | 41,630           | 2,845           | 45,000              | 45,000               | 0               |
| Exam Fees & related spend                   | 106,623                        | 98,750           | (7,873)         | 110,000             | 118,500              | 8,500           |
| Admissions                                  | 23,183                         | 25,380           | 2,197           | 26,250              | 26,250               | 0               |
| Pastoral Support & SEN                      | 11,622                         | 13,630           | 2,008           | 16,355              | 16,355               | 0               |
| Free School Meals                           | 7,607                          | 4,122            | (3,485)         | 9,500               | 6,820                | (2,680)         |
| 16-19 Bursary Awards                        | 7,349                          | 5,760            | (1,589)         | 8,116               | 8,116                | 0               |
| Pupil Premium direct expenditure            | 20,683                         | 20,310           | (373)           | 31,790              | 31,790               | 0               |
| <b>Sub Total - Pupil Related Costs</b>      | <b>215,850</b>                 | <b>209,582</b>   | <b>(6,268)</b>  | <b>247,011</b>      | <b>252,831</b>       | <b>5,820</b>    |
| ICT Maintenance                             | 56,345                         | 52,700           | (3,645)         | 63,243              | 63,243               | -               |
| ICT Asset Replacement Plan                  | 15,344                         | 16,670           | 1,326           | 15,344              | 15,332               | (12)            |
| Main Office                                 | 5,477                          | 6,670            | 1,193           | 6,000               | 6,000                | -               |
| Telephones                                  | 4,238                          | 4,170            | (68)            | 5,000               | 5,000                | -               |
| Reprographics                               | 12,942                         | 13,050           | 108             | 12,000              | 12,000               | -               |
| Governors                                   | 2,505                          | 2,800            | 295             | 3,365               | 3,365                | -               |
| Marketing & Communication                   | 4,438                          | 2,190            | (2,248)         | 4,500               | 2,625                | (1,875)         |
| SLT   | 3,813                          | 4,170            | 357             | 5,000               | 5,000                | -               |
| Purchased Services                          | 25,904                         | 25,210           | (694)           | 30,250              | 30,250               | -               |
| Bank Charges + Non recoverable VAT          | 5,783                          | 2,080            | (3,703)         | 5,000               | 5,000                | -               |
| Contingency                                 |                                | 26,664           | 26,664          | -                   | -                    | -               |
| Premises Refurb                             | 76,728                         | 0                | (76,728)        | 0                   | 0                    | 0               |
| <b>Sub Total - Other Expenditure</b>        | <b>213,516</b>                 | <b>156,374</b>   | <b>(57,142)</b> | <b>149,701</b>      | <b>147,814</b>       | <b>(1,887)</b>  |
| <b>Total - Restricted Non Pay Costs</b>     | <b>749,960</b>                 | <b>686,166</b>   | <b>(63,794)</b> | <b>751,916</b>      | <b>743,848</b>       | <b>(8,067)</b>  |
| Lettings (non pay items)                    | 3,706                          | 830              | (2,876)         | 3,706               | 3,706                | -               |
| School Fund Costs                           | 10,419                         | 12,500           | 2,081           | 12,000              | 12,000               | -               |
| Trip Costs                                  | 201,115                        | 333,330          | 132,215         | 220,000             | 220,000              | -               |
| General school trip expenditure             | 6,680                          | 8,300            | 1,620           | 9,955               | 9,955                | -               |
| PA funded expenditure                       | 6,696                          |                  | (6,696)         | 6,696               | 4,608                | (2,088)         |
| Arkwright scholarship                       | 567                            |                  | (567)           | 567                 | 84                   | (483)           |
| Jack Petchey                                | 84                             | -                | (84)            | 3,000               | 3,000                | -               |
| <b>Sub Total - Unrestricted Expenditure</b> | <b>229,266</b>                 | <b>354,960</b>   | <b>125,694</b>  | <b>255,923</b>      | <b>253,353</b>       | <b>(2,570)</b>  |
| Other                                       | -                              |                  |                 |                     |                      |                 |
| <b>TOTAL NON PAY</b>                        | <b>979,226</b>                 | <b>1,041,126</b> | <b>61,900</b>   | <b>1,007,839</b>    | <b>997,201</b>       | <b>(10,638)</b> |
| <b>TOTAL EXPENDITURE</b>                    | <b>4,612,345</b>               | <b>4,625,726</b> | <b>13,381</b>   | <b>5,355,505</b>    | <b>5,344,867</b>     | <b>(10,638)</b> |