

**2019/20 Analysis of Balances - Request for additional exception**  
**List of Possible Valid Reasons**

- 1 To retain a teacher during a temporary dip in pupil numbers. Please include staffing spreadsheets to substantiate the sum requested to be retained, and pupil forecaster tool that shows the temporary dip in numbers.
  
- 2 To maintain staffing during a temporary drop in funding. Please include staffing spreadsheets to substantiate the sum requested to be retained.
  
- 3 To delay a staffing adjustment that may otherwise have been required, thereby preventing an imminent redundancy situation. Please include staffing spreadsheets to substantiate the sums requested to be retained.

- 4 Contribution from revenue to capital project - This category is no longer available. Schools can make a contribution to Capital up to the value that has been spent from Capital in the current financial year. If schools intend to use revenue funding converted to capital but are unable to follow this process, then the Schools Finance Capital Team will require documented evidence of approval from the school's governing board which will need to include full costings and details of the project. This information must be received no later than **28th February 2020**. Please contact **Neil Leeds for further details on (01603) 222434**

- 5 To fund a specific project in the summer term. Please attach full details of the project, including costings and quotes/estimates where applicable, and governors minutes where this was discussed and agreed.

- 6 Schools may submit a request that does not meet the above. However, if this option is chosen, details of the sums requested, and full details of the reasons, should also be submitted in order to facilitate the decision-making process.