

20XX/XX Analysis of Balances - Request for additional exception - Example form

School Name: _____

Location Code: _____

Amount of additional balance requested to be retained: £

Reason for request: <i>Example 1: To retain teacher during temporary dip in pupil numbers (current 182; Sept XX 159: Sept XX 173)</i> <i>Example 2: To maintain staffing during a temporary drop in funding (see pupil funding forecaster spreadsheet)</i>

Supporting documentation enclosed (delete as applicable & tick box if enclosed):	
Budget plan revision 2/ revision 3	<input type="checkbox"/>
Staffing spreadsheets	<input type="checkbox"/>
Pupil forecaster spreadsheet	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>

Discussed and agreed at the meeting of the Governing Board on

Signed by:

Headteacher: _____ Date: _____

Chair of Governors: _____ Date: _____

NB This request must be submitted to the Finance and Business Services Team, along with supporting documentation, no later than 28th February 20XX

Office Use Only:	Initials/date	Initials/date
Date Received:	<input type="text"/>	School info followed up: <input type="text"/>
Supporting info attached:	<input type="text"/>	SSM ratification: <input type="text"/>
FSO checks:	<input type="text"/>	School informed of decision: <input type="text"/>

