

**2017/18 Analysis of Balances - Request for additional exception - Example form**

**School Name:** \_\_\_\_\_

**Location Code:** \_\_\_\_\_

Amount of additional balance requested to be retained: £

**Reason for request:**

*Example 1: To retain teacher during temporary dip in pupil numbers  
(current 182; Sept 17 159; Sept 18 173)*

*Example 2: To maintain staffing during a temporary drop in funding  
(see pupil funding forecaster spreadsheet)*

**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 2018.**

Office Use Only:	Initials/date	Initials/date
Date Received:	<input style="width: 100%; height: 20px;" type="text"/>	School info followed up: <input style="width: 100%; height: 20px;" type="text"/>
Supporting info attached:	<input style="width: 100%; height: 20px;" type="text"/>	SSM ratification: <input style="width: 100%; height: 20px;" type="text"/>
FSO checks:	<input style="width: 100%; height: 20px;" type="text"/>	School informed of decision: <input style="width: 100%; height: 20px;" type="text"/>

