

**2021/22 Analysis of Balances - Request for additional exception**  
**Instruction for Completion of Form & Acceptance Protocol**

- 1 Identify the reason why the school requires retention of additional funds, and calculate as accurately as possible the amount of funds required.  
  
Some detailed examples of potentially valid reasons are attached, but this is not an exhaustive list. Please be as detailed as possible on your application form as to the reason you require additional funds to be retained, in order to facilitate the acceptance process.
  
- 2 Complete the request form, and attach clear explanation and appropriate supporting documentation and present to the Governing Board / Finance sub-committee for approval. Applications cannot be considered without appropriate supporting documentation. If you have any doubts about what constitutes appropriate supporting documentation, please speak to your Finance Support Officer in the first instance.  
  
Enclose the most recent budget plan revision that shows the projected surplus, use of balance, use of the additional exception sum, and the effect on balances in future years.
  
- 3 Ensure that the governors' discussions are clearly minuted, and that the form is signed and dated by both the Headteacher and the Chair of Governors (or Chair of Finance Committee, if they have delegated authority to sign on behalf of the Governing Board).
  
- 4 Submit all the required documentation to the Local Authority, Education Finance, Finance Team Manager, before **28th February 2022**.

***Applications will be processed as soon as possible, but please allow time to reconsider spending plans should the application be unsuccessful. Note that in order to meet corporate deadlines school accounts are closed in mid March.***  
**NB Requests received after 28th February 2022 cannot be considered.**

- 5 For initial queries, please contact your Finance Support Officer in the first instance. If you have any queries about the overall process, please contact Martin Oswick, Finance Team Manager on (01603) 307758, or by e-mail at [finance.support@norfolk.gov.uk](mailto:finance.support@norfolk.gov.uk).
  
- 6 All applying schools will be notified in writing of the decision before the end of the financial year i.e. 31st March 2022.
  
- 7 Agreed additional exception sums will show on the Analysis of Balances form that is issued to all schools after the year-end reconciliation process. Schools must then complete this form and submit to the LA within the set timeframe.