



Children's



Endeavour



Trust

Charging and Remissions Policy

The Children's Endeavour Trust comprises of:

Abbot's Hall Community Primary School
 Bosmere Community Primary School
 Broke Hall Community Primary School
 Chilton Community Primary School
 Combs Ford Primary School
 Freeman Community Primary School
 Springfield Junior School
 Whitehouse Community Primary School

Document Control

Version	Date	Author	Comments
Issue 1	1st Mar '19	Finance and Audit Committee	Includes Accounting Policy; Bad Debt and Redundant Equipment; Charging and Remission; Competitive Tendering; Fixed Asset Accounting Policy; Investment; Letting Policy; Procurement Policy; RoFR; VAT Policy. Review Spring 2020
Issue 2	5 th Feb 2020	CEO	Addition of £200 maximum BACs payment to staff limit.
	June 2020	CFO/CEO	Amendments: new schools added and additional details accordingly.
	March 2022	CFO	Amendments: new school added and central finance
	Nov '22	CFO	Approved by Board

Owner: CEO

Approver: Finance and Audit Committee

Statutory Policy: Yes

Review Cycle: Annual

Approval date: 3rd November 2022

Background

The purpose of this policy and associated procedures is to ensure that the Children's Endeavour Trust maintains and develops systems of financial control which conform to the requirements both of propriety and of good financial management. It is essential that these systems operate properly to meet the requirements of the Trust's Funding Agreement with the Department for Education (DfE).

The policy covers the approach that the Trust's schools will take to charging parents for certain events and activities provided for their children.

This policy relates to all of the Trust's schools. Adherence to the principles and procedures contained in this policy is mandatory for all staff.

Once approved this policy replaces and supersedes any previous charging and remittance policy previously in place at the Trust's schools.

This policy is an appendix to the main Trust *Finance Policy*.

Introduction

The Trust and its Local Governing Bodies recognise the valuable contribution that the wide range of activities, including clubs, trips, and residential experiences can make towards a pupils' personal and social education.

The Trust aims to promote and provided such activities both as part of a broad and balanced curriculum for the pupils of its schools and as additional optional activities.

Recharge Definition

A recharge is defined as 'the cost charged to an individual school for specific central services provided by the Children's Endeavour Trust.

Recharges move expenses between individual schools without increasing the total costs for the Trust.

Reasonable and Allowable Costs

Costs to be recharged must be:

- Reasonable, in both type and amount
- Necessary to provide services to the schools
- Adhere to the procedure set out in the Trust procurement policy
- Adhere to 'Value for Money' principles
- Of clear benefit to the individual schools
- Recorded in sufficient detail to enable schools to easily follow the rationale and calculation for each cost.

Allowable costs include:

- Management
- Administration staff
- Learning improvement and educational support
- Back office and administration support

- Professional services and support costs
- Identifiable 'one-off' costs
- Infrastructure development costs
- Capital costs

Budget Setting

A central services charge will be charged to all Schools. This will be a percentage of the GAG funding and will be reviewed on an annual basis by the Chief Finance Officer and the Trust Board.

A proforma of all services provided by the Trust will be provided to each school.

Local Governing Bodies will receive a copy for information.

Method of Apportionment

Apportionment is the basis on which costs are charged between schools within the Trust. Various methods of apportionment may be applied to recharge, or elements thereof, in any one year above the agreed 3.9%.

The CFO will propose the appropriate method or methods of apportioning central service costs between individual schools for approval by the Trust Board.

The Trust Board will review and approve the methods of apportionment annually.

Recharges

Recharges will be made monthly.

As the Trust is operating a single bank account across all schools within the Trust, there will be no physical payment of recharges.

Where additional costs are incurred during the year, a revised forecast of central services costs will be prepared for approval by the Trust Board, and the termly recharges to schools will be adjusted to reflect the revised forecast.

Monitoring

The Trust Board will receive a termly report of the budget position of central service costs to date, together with a revised forecast of the full year annual recharge.

This report will be shared with Local Governing Bodies for information.

Disclosure

In order to comply with the ESFA Accounts Direction, the Trust must disclose in its annual financial statements details of any central charges made to its constituent schools. The note must describe:

The types of central services provided by the Trust

The policy used to apportion the charges

The actual charges made to the schools during the year

Policy Review

This policy will be reviewed at least annually or immediately following a change to the structure of the Trust.

Any changes to the structure of the Trust will require a review of central trust costs and apportionments.

Any proposed changes, whether mid-year or at the annual review, are subject to the review and approval process described above.