Enquiries to: Julie Meacock
Mobile No: 07894257961
Email: julie.meacock@si.liverpool.gov.uk
Our Ref: JM/Year End Procedures 2023-24

Date: 14th February 2024

TO: HEADTEACHERS AND SCHOOL FINANCE OFFICERS/ BURSARS

Dear Colleague

 END OF YEAR PROCEDURES – CREDITOR/DEBTOR PROVISION 2023/24

Please find attached creditor and debtor provision forms to be completed in respect of both capital and revenue for the 2023/24 financial year. It is essential that both forms are completed (even if there is a ’nil return’ for your school.) The forms should be completed as follows:

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| Part “A” | Please enter details of Creditor and Debtor Provision required and attach a copy of the reversing journal from FMS.Important: A minimum level of £1000 has been set for creditor and debtor provision this financial year. |
|  |  |
| Part “B” | Please indicate if you DO NOT REQUIRE Creditor/Debtor provision by completing this section. |

Creditor Provision should only be made for those goods/services, which have been delivered/received up to and including 27th March 2024 for which payment has not been made. (Schools should also consider any outstanding bills that may be in dispute for which a creditor needs to be made.) When a creditor is made, a charge is made against this financial year’s budget i.e. 2023/24. The school’s 2024/25 budget will then be credited with the same amount. This will ensure the payment is recorded against the correct financial year.

IMPORTANT: Creditor Provision must be made against an expenditure code.

Please remember that creditor provision must NOT be requested for goods/services where delivery has NOT been made or services have NOT been received.

Debtor Provision is made where outstanding income is to be included in the 2023/24 financial year e.g. for the Hire of Facilities up to 27th March 2024, but the income has not been received. When a debtor is made, a credit will be made against this financial year’s budget i.e. 2023/24. The school’s 2024/25 budget will then be debited with the same amount. This will ensure that the income is recorded against the correct financial year.

IMPORTANT: Debtor Provision must be made against an income code.

It is essential that any creditors/debtors outstanding at year end be identified so that they can be brought into the appropriate year’s accounts. For guidance on SIMS procedures please refer to Year End Booklet 1 (these will be emailed to schools that have purchased the Finance SLA.)

Both forms must be completed, signed by the Head Teacher and then emailed to your School Budget Officer in Schools Finance on/before 28th March together with a copy of the reversing journal from FMS. Creditor/debtor provision requests received after this date cannot be accepted and will be returned to your school for reversal in SIMS.

Should you require any further information you can contact your School Budget Officer on their mobile or myself on 07894257961

Yours sincerely,

*Julie Meacock*

*Principal Finance Officer*

*(Schools Finance Team)*

*Forms to be emailed to your School Budget Officer*

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| SCHOOL NAME: |
| SCHOOL SITE CODE: |

SCHOOL CREDITOR PROVISION REQUEST 2023/24

*PART “A”*

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| --- | --- | --- | --- |
| Order Number | Supplier | Expenditure Ledger Code | Amount |
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| TOTAL OF CREDITOR PROVISION REQUESTED | £ |

*PART “B”*

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| --- | --- |
| NO CREDITOR PROVISION IS REQUIRED BY THIS SCHOOL. (Please place a tick in the box) |  |

REVERSING JOURNAL FROM SIMS IS ENCLOSED

Certified by-------------------------------------------- Head Teacher Date ---------------

PLEASE COMPLETE AND RETURN THIS FORM ON/BEFORE 28TH MARCH 2024

*Forms to be emailed to your School Budget Officer*

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| SCHOOL NAME: |
| SCHOOL SITE CODE: |

SCHOOL DEBTOR PROVISION REQUEST 2023/24

*PART “A”*

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| Debtor | Income Ledger Code | Amount |
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| TOTAL OF DEBTOR PROVISION REQUESTED | £ |

*PART “B”*

|  |  |
| --- | --- |
| NO DEBTOR PROVISION IS REQUIRED BY THIS SCHOOL.(Please place a tick in the box) |  |

REVERSING JOURNAL FROM SIMS IS ENCLOSED

Certified by-------------------------------------------- Head Teacher Date ---------------

PLEASE COMPLETE AND RETURN THIS FORM ON/BEFORE 28TH MARCH 2024