

February so that goods/services can be received and paid for in good time before end of February.



	Part income on the Income Partal on a weekly basis	
EPA/Non-Cheque Book	Post income on the Income Portal on a weekly basis	
DUUK	and chase up any queries. Refer to year end guidance	
Durch and Card	for final date post income to the old financial year.	
Purchase Card	Items must be cleared regularly from DCal to minimise	
(Additional facility)	end of year backlogs. Items purchased by 20 March	
	2024 need to be cleared from Dcal by 25 March 2024	
	to be included in 2023/24. Please do not use your	
	purchase card after 20 March or until 4 April 2024 as	
	any purchase after 20 March 2024 will fall into 2024/25	
	and will not be accrued specifically. Guidance on	
	purchase card can also be found on My Finance	
	Buying Goods and Services.	
Cheque Book	Apply for Capital funding if required, liaise with EDS	
	regularly until payment relates to the current financial	
	year is made before end of February. Ensure all copies	
	of invoices for capital spend are sent to the	
	FullCBSMailbox@birmingham.gov.uk before year end.	
Cheque Book	Ensure all grants received directly from external	
	funding agencies are coded correctly all supporting	
	documents must be sent to	
	FullCBSMailbox@birmingham.gov.uk	
Cheque Book	Once the monthly payroll has been posted check the	
	Salary Control Account balances. Check the Salary	
	report sent by Payroll School Type Advice Completed	
	(Y/N) Finance each month and post additional items, or	
	query as necessary. Follow closedown guidance when	
	issued.	
ALL	For grants received directly from external funding	
	agencies, see guidance notes in next Section Correct	
	Accounting and Reporting for Grant Income, send to	
	school finance team: 1. a copy of the grant letter, 2 the	
	summary of the grant using the template provided.	
	School must retain all grant letters with confirmation of	
	the grant amount, and terms of conditions etc. Do not	
	use those codes listed (e.g. V000/8A00, V050/8A01,	
	V110/8B00, V120/8B02, V112/8B00, V130/8B04,	
	V140/8B03, unless the criteria are met or agreed by	
	Corporate Finance).	
All	All emails sent to Schools Finance Team (which	
	monitors EPA, Cheque Book Schools mailboxes etc.)	
	should have your name clearly stated in the	
	subject box.	L



All schools:1001100.{



Correct Accounting and Reporting for Grant Income:

Grants, Reimbursements and Contributions Income - by SERCOP Definition (Service Reporting Code of Practice)