

## Gary Greenhorn: Acting Head of Educational Planning & Resources

Sealock House

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Date: July 2011

The Chairperson,  
Parent Councils

Contact Officer: Alison Durning 01324 506607

Dear Chairperson,

### **Parent Council Funding 2011/12**

I am pleased to be able to advise you that in the current financial climate, the Parent Council financing for the year up to 31 July 2012 remains unchanged.

For 2011/12 the funding for Parent Councils is as follows:-

<b>School Roll Per September 2010 Census</b>	<b>2011/12 Administration Payment</b>	<b>20% Funds to retain for 2011/12 Expenditure</b>
Pupils	£	£
1- 50	290	59
51-100	350	70
101-250	460	92
251-500	500	100
501-700	700	140
701-1000	715	143
1001+	750	150

This administration payment is to enable a Parent Council to meet:

- Administrative expenses, including expenses incurred in the appointment of a clerk, please note that it is a matter for each individual Parent Council to decide what payment, if any, should be made its Clerk.
- Expenses for training of its members.
- Other costs incurred in carrying out its functions under the Scottish Schools (Parental Involvement) Act 2006. (i.e. Public Liability Insurance).

Your 2011/12 administration payment will be made to you once the following information is submitted:

- Your audited accounts for the year ending 31<sup>st</sup> July 2011, approved at your AGM.
- Completed audited accounts checklist.
- Bank Statement as at 31<sup>st</sup> July 2011.
- Payment to Clerk Form for the 2010/11 year (if applicable).
- Change of Treasurer form (if applicable).
- Change of Bank Account form (if applicable).
- Transfer of Surplus Balance form (if applicable) and a cheque made payable to Falkirk Council.

The above information is also detailed within the Parent Council Financial Guidelines which are available from the Falkirk Council website. The Resources Finance Team will confirm to the Treasurer once your documents have been received and approved. The Team will then arrange for a BACS payment to be made to the Parent

Council bank account. Accounts should be submitted by 30<sup>th</sup> September 2011. Please note that as advised previously:-

- There will be **NO** administration payment for 2010/11 to any Parent Council who has not submitted accounts to the Resources Finance Team by **31<sup>st</sup> March 2012**.
- Those Parent Councils who still have outstanding accounts for earlier years should ensure these are brought up to date as soon as possible.

You are advised to retain a proportion of this year's administration payment to ensure you have sufficient funds to meet your ongoing expenditure in 2011/12 until you receive the 2011/12 administration payment. 20% is suggested for this and is detailed in the table above.

I look forward to receiving your 2010/11 audited accounts as soon as possible ( due date 30 September 2011).

Yours sincerely,

**Gary Greenhorn**  
**Head of Educational Resources**

CC. Parental Involvement Officer – Beverley Ferguson, Communications Officer – Diane Cherry