

Gary Greenhorn: Head of Educational Planning & Resources

Falkirk Council Children's Services
Sealock House, 2 Inchyra Road, Grangemouth, FK3 9XB



Falkirk Council
Children's Services

Date: 25th November 2016

The Chairperson,
All Parent Councils

Contact Officer: Alison Durning 01324 506607
Email: ema@falkirk.gov.uk

Dear Chairperson,

Parent Council Funding – 1 August 2016 - 31 July 2017

I am pleased to be able to confirm the Parent Council financing for the year up to 31 July 2017 is as follows:-

School Roll Per September 2015 Census	2016/17 Administration Payment (Gross)	Less 2016/17 Group Membership of SPTC	2016/17 Net Payment Due
Pupils	£	£	£
1- 50	285	(82)	203
51-100	343	(82)	261
101-300	451	(109)	342
301-500	490	(125)	364
501-700	686	(130)	556
701-1000	701	(130)	571
1001+	735	(130)	605

Note: Group Membership of SPTC / Public Liability Insurance

Following the consultation exercise undertaken in 2012 I am pleased to be able to report that preferential rates have been obtained by bulk purchasing membership for all Parent Councils with the SPTC. Discounts of up to 10% have been achieved against rates quoted for individual membership. The Council will therefore take out group SPTC membership, which comes with Public Liability Insurance, on behalf of all individual Parent Councils. This approach also ensures that the risk of exposure to any potential financial risk is mitigated. Deductions to the gross payment are made to reflect this. Please note that if you have a separate Parents Association or Parent Teacher Association, they should arrange their own Public Liability Insurance.

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

- Administrative expenses, which include 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 to its Clerk.
- Training Costs (ie seminars and national Parent Council events)
- Other costs incurred in carrying out its functions under the Scottish Schools (Parental Involvement) Act 2006.

This 2016/17 Administration Payment will be made to you once the following information is submitted:

- Your audited accounts for the year ending 31st July 2016, approved at your AGM.
- Completed audited accounts checklist.
- Bank Statement as at 31st July 2016.
- Payment to Clerk Form for the 2015/16 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 www.falkirk.gov.uk. Our Finance Team will confirm to your Treasurer when your documents have been received and approved. The Team will then arrange for a BACS payment to be made to your Parent Council bank account.

Accounts must be submitted to Resources Finance Team, Sealock House by 31st December 2016. Please note that as previously advised:-

- **NO** administration payment will be made in respect of 2015/16 to any Parent Council who has not submitted their 2015/16 audited accounts to the Resources Finance Team by **31st March 2017**.
- Those Parent Councils who still have outstanding accounts for earlier years must ensure these are brought up to date as soon as possible.

I look forward to receiving your 2015/16 audited accounts by 31st December 2016.

Yours sincerely,



Gary Greenhorn
Head of Educational Planning & Resources

CC Diane Cherry
Headteachers
Resource Managers
Resource Officers