

**To: Head Teachers of all Birmingham City Council (BCC) Maintained Schools:  
Primary, Secondary and Special Schools**

## **Confirmation Letter for Year End Accruals**

Please refer to the END OF FINANCIAL YEAR PROCEDURES guidance notes. In line with corporate requirements on processing year end accruals, Head Teachers of all BCC maintained schools must sign the accrual sheet(s), and sign this form as a confirmation of compliance:

I can confirm that all the accruals requested by this school are for goods/services received by 31<sup>st</sup> March 2024, or for work carried out before 31<sup>st</sup> March 2024 but not paid before 31<sup>st</sup> March 2024, therefore these items need to be accrued.

I also confirm that the accrual list has been checked by school staff, and that appropriate backup evidence, for example, screen prints of Goods Received Notes (GRN), invoices etc for each line of accrual have been included in the Accrual file/ Template to be sent to the mailbox

[schoolsaccruals@birmingham.gov.uk](mailto:schoolsaccruals@birmingham.gov.uk) (for non-cheque book/EPA schools) by 19<sup>th</sup> April 2023, or

to [FullCBSMailbox@birmingham.gov.uk](mailto:FullCBSMailbox@birmingham.gov.uk) for Cheque Book Schools by 19<sup>th</sup> April 2023 with the completed workbook and other required documents.

**School Name:**

**Name of Head Teacher:**

**Head Teacher's Signature:**

**Date:**

**School Budget code:**

**School Type (i.e. Non-Cheque Book School/EPA, or Cheque Book School):**