

## Financial Closedown guide – Children's Centres

As the end of the **2008/09** financial year is drawing closer, please read the following guidelines regarding closedown.

1. The final quarter's return, incorporating all expenditure for **2008/9**, must be received by Finance by **3rd April 2009** at the latest.

If the return is not received by this date, the last submitted return (if any) will be deemed to be the latest information, and any underspend will be calculated on that basis. No concession can be given on the above date, as this is in line with the Council's closedown deadlines.

2. No carry forward of underspend into the next financial period is allowed, all amounts unspent will be reclaimed.

Any underspend from the period 2008/09 will be reclaimed as a separate transaction from the payment of the 2008/09 grant allocations. Therefore you will receive your full allocation for 2009/10. **Schools should refer to "Guidance Notes on Accounting Issues relating to the treatment of income and payments in Consortia and between schools" for advice on the financial treatment of children centre balances in their year end statements.**

3. In order to include an accrual on your final quarter's return, the good/services must have been received by 31st March 2009. Goods / services not received by this date cannot be included on the returns as expenditure. Please ensure your orders are placed in time for this deadline.

4. Accruals must be included under the appropriate heading of expenditure, and not as separate lines on the return. E.g. if the expenditure you are accruing is for paper then it must be shown under the heading for office supplies on your return and not appear under a heading of accruals

Please share this document with whoever is responsible for preparing the financial returns for your children's centre.

### Returns should be sent to:

Richard Burton  
Finance Officer  
Herts Finance  
3rd Floor Nth West Block  
County Hall  
Pegs Lane  
Hertford SG13 8DN

Or emailed to  
[richard.burton@hertscc.gov.uk](mailto:richard.burton@hertscc.gov.uk)

