

Closedown guide – Children’s Centres

As the end of the 2007/08 financial year is drawing closer, please read the following guidelines regarding closedown.

1. The final quarter’s return, incorporating all expenditure for 2007/08, must be received by Finance by 5th April 2008 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 2007/08 will be reclaimed as a separate transaction from the payment of the 2008/09 grant allocations. Therefore you will receive your full allocation for 2008/09.
3. In order to include an accrual on your final quarter’s return the goods/services must have been received by 31st March 2008. 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:

Henrietta Whitlock
CSF Finance
County Hall
Pegs Lane
Hertfordshire
SG13 8DF

Or emailed to
Henrietta.Whitlock@hertsc.gov.uk

