

# Protocol for Schools Planning and Managing a Deficit Budget

## Annex A Deficit Recovery Plan Template

## Deficit Recovery Plan Template

School Name	
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	Year 1	Year 2	Year 3
Number on Roll			
Number of Class Teachers			
Financial Year			
<b>Expenditure</b>	£	£	£
Teaching Staff			
Supply Teachers			
Nursery Assistants			
SEN Ancillaries			
Education Support Staff			
Premises Staff			
Admin & Clerical Staff			
Catering Staff			
Supervisory Assistants			
Other Staff			
Indirect Employee Expenses			
Staff Development and Training			
Supply Teacher Insurance			
Staff Related Insurance			
Building Maintenance and Improvement			
Grounds Maintenance & Improvements			
Cleaning and Caretaking			
Water and Sewerage			
Energy			
Rates			
Other Occupation Costs			

Learning Resources (not ICT)			
ICT Learning Resources			
Exam Fees			
Administrative Supplies			
Other Insurance Premiums			
Catering Supplies			
Agency Supply Staff			
Bought in Professional Services – Curriculum			
Bought in Professional Services – Other			
Community Focused Extended School Staff and Other Costs			
<b>Total Expenditure [A]</b>			
<b>Income</b>	£	£	£
Funds Delegated by the LA			
Sixth Form Funding			
SEN Funding			
Funding for Ethnic Minority Pupils			
Pupil Premium			
Other Government Grants			
Other Grants and Payments Received			
Income for Facilities and Services			
Income from Catering			
Receipts from Supply Teacher Insurance Claims			
Receipts from Other Insurance Claims			
Income from Contributions to Visits etc			
Donations and/or Private Funds			
Extended School Income			
<b>Total Income [B]</b>			

In-Year Surplus/(Deficit) [B – A]			
Surplus/(Deficit) b/fwd (including investment)			
Total Surplus/(Deficit) c/fwd			

**Summary of Savings included in the above Deficit Recovery Plan**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Area of saving</b>	<b>£</b>	<b>£</b>	<b>£</b>

Signed \_\_\_\_\_(Headteacher)

Signed \_\_\_\_\_(Chair of Finance)

Signed \_\_\_\_\_(Chair of Governors)

Date \_\_\_\_\_.