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Date: February 2022

Dear Sir or Madam

We are currently approaching the financial year end for the Council, and in accordance with the CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice on Local Authority Accounting, which governs how we prepare our accounts and what is to be included, we require some additional information from all schools on arrangements for leasing in assets, leasing out assets, any school funds held, donated assets and heritage assets. Details of the information required is set out in the sections below.

**Leased In Assets**

There is a new accounting standard that comes into effect shortly. In order to be prepared for this we need to review the accounting treatment of all leases and similar arrangements held by the Council, which includes schools, for the period 1st April 2021 to 31st March 2022.

We are gathering information on any contractual arrangements for the use of assets such as buildings, land, vehicles or equipment. To assist with the collation of the information an excel document called *“Leased In Form*” is provided. We would be grateful if you could complete the excel document for your school, you should work through the tabs from left to right:

* start with the “**explanation**” tab.
* Then move to the “**contact information**” tab;

Select your school’s cost centre from the drop down list and the name of your school will automatically appear. Then fill in the details of the person completing the form.

* Then move to the “**questions**” tab:

Please select your answer to all 3 of the questions. If your answer is no, then go to the next question. If your answer is yes, then please click yes, this links to another sheet that has you will need to fill in.

**Other Information**

In addition to theassets leased in arrangements detailed above, we also need to gather information on the following as the CIPFA Code:

* **Arrangements where you have leased out assets to other organisations**.
* **School Funds or similar**. These are funds other than the normal school balances that come under the ownership and control of the school. Examples of additional funds would be the school fund, Parent Teacher Association (if under control of the school), or a specific Trust or donation left to the school. There is no change to the status of the funds, this is a purely technical accounting issue due to requirements of the CIPFA Code mentioned above.
* **Donated Assets**. The Council must account correctly for any assets that have been donated during the financial year and as such we need to know if the school has had any significant assets donated to them during the period 1st April 2021 to 31st March 2022 (e.g. a minibus from the PTA).An asset would be considered significant if its value is likely to exceed £12,000.

To assist with the collation of the information a separate excel document called “Other Information Form*”* is provided. We would be grateful if you could complete this excel document for your school. As with the Leased in form you should work through the tabs from left to right completing the sections as necessary.

**Heritage Assets**

The CIPFA Code requires all local authorities to include the estimated value of Heritage Assets in their published accounts. These are assets which are intended to be preserved in trust for future generations because of their cultural, environmental or historical value. They include historical buildings, archaeological sites, paintings, sculptures, and other works of art.

There is separate document called “*Heritage Assets form*” this should be completed with details of any heritage assets or state nil return in the first section.

**Next Steps**

After you have completed the three documents could you please upload them to the Portal together with copies of any lease agreements or other supporting information by **Monday 14th March 2022**, this will allow us time to review this information for inclusion in the Council’s Accounts.

Uploading Documents to the Portal

To upload the documents via the Portal, go to the ‘Returns’ tab and click ‘Returns to LA’.

In the ‘Select Folder’ section select ‘**Leases**’ from the drop down list.

In the ‘Select File’ section click browse and select the relevant document from your electronic files (which should use the naming convention below).

A link to the file will now appear in the ‘File to upload’ box.

Please click upload to submit the document.

A message will appear to inform you that the document has been uploaded.

If a message appears stating that the document name is too long, the file will have uploaded anyway – there is no need to re-submit with a shorter name

Naming Convention for the Portal

When uploading documents to the School Portal, the Portal now automatically adds

“*DfE No School Name – YYYYMMDD”* to the beginning of the document.

Therefore, Schools only need to name the document as “Leases 2021-22” for the correct naming convention.

So for example, Cleator Moor Nursery School submitting on 14th March would be:

**1010 Cleator Moor Nursery – 20210319 Leases 2021-22**

If you have any queries please do not hesitate to contact either myself.

Yours faithfully,

**Mark Rutherford**

**Corporate Accountant**