

14 March 2018

Dear Principal/Board of Governors

Stock Take to Help Schools' Financial Position (2017/18)

Please help us to help you!

As you are aware, we are approaching the end of the financial year. You can help improve the final financial position of your school in the 2017/18 year by completing a stock count.

This will benefit your school by ensuring that schools spending only includes goods used in 2017-18. It can turn deficits into surpluses, reduce the size of projected deficits and increase projected surpluses. The amounts involved can be large – for example one school last year identified stock of over £100,000.

We have considered feedback from last year and are asking schools to count only major items and unopened packages, not single pens and pencils.

For the benefit of your school we encourage you to read the guidance attached. This includes a template for the stocktake and contact details for any questions. EA has also developed a list of Frequently Asked Questions which is available at <http://www.eani.org.uk/schools/stocktake/>.

Once you have completed the count, EA staff will value the items and will notify your school of your amount which will be reflected in your schools revised financial position.

We are aware that the Department of Education has notified schools of their budget. EA will be in contact to invite you to one of a series of engagement events where we will set out how we will support you in preparing your financial plans, how we will manage the approvals process, how we will support schools in getting access to any previously accumulated surpluses and the overall financial context for 2018/19.

In anticipation, thank you for your co-operation and I look forward to meeting you at one of the engagement events.

Yours sincerely



GAVIN BOYD
CHIEF EXECUTIVE

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SCHOOL STOCKTAKE GUIDANCE

Purpose:

Schools are being asked to count high value and unopened items which have been purchased through the schools delegated budget.

The stocktake will cover a range of items which are not captured as fixed assets. Fixed assets include plant and other equipment of £1,000 or more and computers of £200 or more from 1 April 2016.

Please count:

- Any computers or other equipment purchased pre 31 March 2016 which were not classified as a fixed asset in previous years (Computers and equipment less than £3,000).
- Any unopened consumable items. For example: notice boards £218, laminator £130, classmates lapboard £43, hopscotch mat £100, geometric shapes £35, book browser trolley £270.

Responsibility: Principals are responsible for the completion of stocktake.

Date of stock take: Prior to or on 31st March 2018

Guidance

Prior to commencing stocktake.

- The overall schools stock count should be controlled by one person with other individuals assigned to conduct the count using the attached sheet(s).
- Individuals should be designated an area to count. A sample stock sheet to be used for counting is included in Appendix 2.
- The stock sheet should:
 - Be numbered 1,2,3,4 and so on...
 - Be used to record the item description (use unique identifiers where appropriate, e.g. serial numbers), number of items, unit of issue. EA will fill in the price per unit and total value column on the stock sheet.
- Items not purchased through EA should be clearly identified and excluded.
- The stock sheets used to record the details of the stocktake can be found in Appendix 2.
- A list of common items which should be counted can be found in Appendix 1.

During the stocktake.

- Each individual item of stock should be physically counted and the item description (use unique identifiers where appropriate, e.g. serial numbers), number of items, unit of issue recorded on the stock count sheet.
- Once an item has been counted this should be marked or set aside to avoid it being counted more than once.

After the stocktake.

- At the end of the stocktake, each stock sheet should be signed by the staff doing the count.
- The individual taking lead responsibility for the count should ensure that all stock which is to be included has been counted and review the sheets to ensure that they are complete and free from errors. A sample check, consisting of a full recount of ten of the stock items in total recorded should be undertaken by someone who has not conducted the original count. Where this second count results in a difference this should be investigated, and amended, if required. This check and any amendments should be recorded.
- Once completed, stock sheets should be signed by all relevant staff and returned to Joanne McKenna or Nigel Vance in the Education Authority – Belfast Office, by email Joanne.McKenna@eani.org.uk or Nigel.Vance@eani.org.uk or by post to 40 Academy Street, Belfast BT1 2NQ by **Friday 6th April 2018**.
- EA will fill in the price per unit and total value column on the stock sheet.
- EA will calculate the value of the stock and notify your school.

Appendix 1

LIST OF ITEMS TO BE INCLUDED IN SCHOOL STOCKTAKE

All consumable high value unopened items should be counted, this includes but is not exclusive to;

- Printer toners;
- Boxes of markers, pens;
- Calculators;
- Hole-punches;
- Label writer;
- Binding machines;
- Craft supplies;
- Collage packs;
- Exercise books;
- Text books;
- Detergents;
- Cleaning cloths;
- Toys (e.g. Lego brick sets);
- Sand/water pits;
- Sensory mood balls;
- Hopscotch outdoor mat;
- Scooter;
- Tricycle;
- Franking machines (credit remaining);
- Heating oil;
- Equipment held relating to P.E;
- Equipment held relating to activities such as, hair & beauty;
- Equipment held for CDT, i.e. woodwork requisites;
- Computer equipment less than £200 (received post 1 April 2016);
- Computer equipment purchased pre 31 March 2016 less than £3,000 (e.g. i-pads);
- Other equipment purchased pre 31 March 2016 less than £3,000.