**Narrative for cashflow report to end October 2019**

The initial cashflow forecast has been set up as described on the “Notes – Sept” tab. The majority of income\expenditure is divided by 12 and set per month. The notes page describes anything that has been handled differently (i.e. payment dates are known, or from patterns seen in previous years etc.).

**Income**

Income is set as per expected income from the budget and any subsequent virements.

**Expenditure**

Expenditure is set as per expected expenditure from the budget and any subsequent virements.

Expenditure now includes the “Restricted” and “Ring-fenced” elements in “Other Expenditure” as per the discussion at the last meeting.

**Summary**

The addition of October cashflow has not change the outlook across the year but we do note that we are only in month two and will continue to monitor variations carefully.

The notable low points of around £350k in May and Aug year-end remain a focus. These will be monitored to ensure there is no impact on the operational running of the school.

The report includes all tabs of the Excel workbook which are:

* **Forecast Current** **(Sept)–** this is where we forecast the cashflow for the year. This page is updated in Jan and April to reflect revised cashflow patterns throughout the year.
* **Actuals** – This shows actual income and expenditure compared to forecast for each month.
* **Notes (Sept)**– this shows the breakdown of categories and how\why we have forecast the way we have. This is mainly operational and used by Dawn and myself but I’ve left it in for reference in-case it was of interest.