



Centralised Costs Policy 2018/19

Approved by:	Finance & Audit Committee
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Ratified by:	Chairs' Committee
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Status:	Non-Statutory

This document sets out the regulations for the MAT and member academies

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1. Introduction

Avonreach Academy Trust aims to realise economies of scale through collaborative working and, in particular, the joint purchase of certain goods and services. The extent of centralised purchasing will evolve over the coming years and additions will be agreed annually by the Finance & Audit Committee.

The costs of centralised services will be met by a cost per pupil value which will be set annually by the Finance & Audit Committee at their July meeting.

2. Apportionment

For the financial year 2018/19, centralised costs will be apportioned using pupil numbers in each member academy as recorded in the October 2018 census. The exception to this is in relation to the cost of the Schools Improvement Partner, this cost will be apportioned equally between each member school.

3. Centralised Costs for the 2018/19 Financial Year

For the financial and academic year 2018/19 the costs to be paid centrally are as follows:

Details of cost		Annual Budget 2018/19
EO	Fixed rate of £12,000 p.a. paid via monthly invoice	£12,000
CFO	2/52 of total cost	£23,422
Finance Manager	2/39 of total cost	£12,833
Clerk	280 hours p.a. including on-costs	£2,996
SIP*	1 visit per school per term @ £350 per day	£4,200
Audit	1 full year of audit costs	£21,500
Finance System	Annual system licence and support costs for PS Financials	£7,445
Budget Reporting Tool	Annual licence and support costs for SBS budgeting tool	£3,100
Payroll	Payroll administration costs for Clerk	£42
Website and Marketing	Build (18/19 only) and annual cost for hosting website. Design and production of marketing materials	£3,000
Professional Development	Education/guidance for trustees and clerk	£500
Expenses	Trust wide related travel and subsistence (in line with Trustees & governors expenses policy)	£500
Hospitality	Refreshments etc.	£500
Schools of Tomorrow	Annual subscription	£3,650
Apprenticeship Levy		£11,700
Companies House	Filing fee for confirmation statement (£13)	£13
Visit Support	Visit Leaders	£1983
Contingency	£5,000	£5,000
Total shared costs		£114,384
Total number of pupils in MAT @ October 2018		1501
Per Pupil Share		£
*Per School Share (SIP only)		£1050

4. Costs per School

School	NOR	Per pupil	Per School (SIP)	Total
Cherry Orchard First School	149	£73.41	£1,050	£11,988
Inkberrow First School	128	£73.41	£1,050	£10,446
Norton Juxta Kempsey	133	£73.41	£1,050	£10,813
Pershore High School	1091	£73.41	£1,050	£81,137
Total				£114,384

5. Year End Budget Position

Any deficit at the end of any year be distributed amongst all member schools (pro-rated for schools joining part way through a financial year).

Trustees retain the right to hold any surpluses at the end of each year for the benefit of the trust as a whole.

6. Review

This policy will be reviewed annually.