**Consistent Financial Report for 2019-20 – Updated Information from School Funding Team (29.06.2020)**

Schools were alerted to an issue with COLLECT on 22.06.2020 whereby schools were receiving an error message relating to mismatched opening and closing balances on upload to COLLECT. Schools were advised to refrain from uploading returns until further notice.

The issue on COLLECT has not yet been fixed, however, it has been downgraded from an ‘Error’ to a ‘Query’.

Due to this change schools can begin to again upload and submit their returns to COLLECT and should upload by **Friday 10 July 2020** at the latest.

Please note, until the issue is fixed you **WILL** receive the following message on COLLECT and you will need to add a note to move on and submit:

***Your closing pupil focused revenue balance from 2018-19 (B01 + B02) should equal your 2019-20 opening pupil focused revenue balance (OB01). 2018-19 closing pupil focused revenue balance (B01 + B02) = £XXXX***

(XXXX will differ for each school as it will incorrectly detail the 2018-19 opening balance figure from the 2018-19 CFR).

Schools **MUST** add the following note to your CFR return on COLLECT to ‘validate’ this query:

***The 2018-19 closing balance and the 2019-20 opening balance are correct and are the same. This validation query has arisen due to an error in COLLECT and not due to an error in the CFR return.***

Please note, where the validation message is correct and there is a genuine mismatch between the 2018-19 closing balance and the 2019-20 opening balance, you will be contacted by a member of School Funding Team to discuss the issue and how it can be resolved.

Schools must read the document **‘Important Information for Schools’** before finalising and uploading their return. This document can be found on the BSO page ‘Consistent Financial Reporting’

Please ensure you SUBMIT your return. Where a return is left as ‘Loaded & Validated’ we are unable to access the return and it will not be classed as submitted.

As at today (29.06.2020) 4 schools have returns as ‘Loaded & Validated’ and require attention to move them to ‘Submit’. These 4 schools will be contacted by email shortly.

If you need to discuss the matter further prior to submission please contact Dawn Haigh on 01274 433775 or by email at [dawn.haigh@bradford.gov.uk](mailto:dawn.haigh@bradford.gov.uk)