



Falkirk Council Children's Services

Parent Council Frequently Asked Questions

1. Who do we contact for finance queries?

For any finance queries, please contact:

Children's Services
Suite 1A
The Falkirk Stadium
4 Stadium Way
Falkirk
FK2 9EE

Tel: 01324 506600

Email: AdminSupportcs@falkirk.gov.uk

2. When can we expect payment of the annual administration fee and how much will it be?

Audited accounts to the year ended 31st July should be submitted to the above email address by the end of the financial year (31st March). Officers will undertake to review the accounts as soon as possible (volume of work permitting). If accounts are in order, receipt of the administration payment would normally be expected within 14 days of approval date. However, please do not presume receipt of funds – check with your bank before arranging any expenditure.

3. What happens if the audited accounts need further information?

If the original accounts need amendment, the Treasurer will be contacted by the service with a copy of the accounts to amend. If a supporting document is missing but the accounts are otherwise in order, the service will contact the Treasurer by email to advise.



4. Can a Clerk be an authorised signatory?

Financial guidelines state that the authorised signatory should be a member of the Parent Council, normally the Treasurer and two other Office Bearers. If member numbers necessitate, the Clerk may be an authorised signatory, however for financial purposes they are then considered a member and cannot receive payment for their Clerking duties. This would normally include Parent Councils with co-opted members acting as Treasurer and/or Clerk – the duties may be shared but payment cannot be made.

5. Will you send reminders for un-submitted accounts?

The 31st March deadline is detailed in the Financial Guidelines and a reminder will be sent to Parent Councils by the service close to the deadline. Individual reminders will not normally be sent. Administration payments will not be made to any Parent Council for whom audited accounts are not submitted and approved.

6. We're not sure how to do the accounts, can we send the paperwork to the Education service to do them for us?

Due to the high volume of work, it is not possible for accounts to be prepared by Education staff on behalf of a Parent Council. The layout and examples of relevant supporting documents are included in the Parent Council Financial Guidelines, and you should also find that good basic book-keeping and the retention of previous accounts simplifies the process. The audited accounts checklist also acts as a useful reminder of what supporting documents are needed.

7. What is the purpose of the audited accounts checklist and why should we complete it?



A number of years ago, staff in Education Finance & Resources reviewed accounts that were submitted and identified the most common reasons for many not being approved on the first submission. These included missing treasurer and bank details, confirmation that the accounts were approved at the AGM and surplus balance information. Feedback was also sought from all Parent Councils at the time. The checklist acts as a reminder, clearly showing when supporting documents are required and also allows the Chairperson to confirm approval. It removes the need to continually re-advise treasurer or bank details even when unchanged. When accounts are received, all relevant documents will have been acknowledged, speeding up the approval process with administration payments released earlier as a result. For audit purposes, the statement of accounts needs to be initialled by the auditor with the checklist signed in full.