



Teaching
Agency

Golden Hello Guidance for Academies 2012-13

Operations Manual

AY2012/13

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Introduction

The Golden Hello is a financial incentive package for teachers of priority subjects in secondary state-maintained schools. It is only available to teachers who train through a postgraduate initial teacher training (ITT) course leading to qualified teacher status (QTS).

This document explains how the Teaching Agency (TA) will fund Academies for the Golden Hello scheme in the financial year 2012-13.

The arrangements set out in this document do not in any way alter eligibility rules for the Golden Hello scheme. The eligibility rules, and how Academies should assess applications, can be accessed on the Department for Education website.

1. Changes

The TA offers Academies ring fenced funding for the reimbursement of Golden Hello expenditure incurred during the financial year.

The funding will reimburse costs relating to:

- the gross incentive amounts in accordance with the subject specific rates for that teachers qualifying year (£2,500, £4,000 or £5,000), and
- any connected Earnings Related National Insurance Contributions (guidance on ERNIC can be sourced from HMRC at <http://www.hmrc.gov.uk/rates/nic.htm>)

Guidance on this scheme can be found on the [Department for Education website](#)

Where Academies have a contracted payroll provider the request for funds may be completed by them on the Academies behalf providing that the Academy Business Manager/Bursar has completed the declaration at part 4 of this manual

1.2. Changes for Financial Year 2012-13

- The TA will fund Academies on a per claim basis in accordance with expenditure that has been incurred by them.
- Academies are no longer required to submit claims through Local Authorities for verification.
- Where the payroll provider is a contracted agent (Local Authority or private company) the claim can be submitted through them with an audit trail to demonstrate that the Academy has agreed this process and has verified the eligibility of the teacher involved.
- Academies are requested to submit claims and supporting documentation from the teacher as an invoice to the TA. This invoice must detail the payment sum claimed showing ERNIC as a separate element of the total sum. Invoices must be in a recognisable format and include the Academies Bank details and their full postal address. All invoices submitted will be retained by the TA in line with HMRC document retention guidance (<http://www.hmrc.gov.uk/factsheet/record-keeping.pdf>)
- Academies are requested to report final details of their expenditure for at latest 22 March 2013. The TA will reimburse these costs accordingly.

Further details regarding payments and reporting can be found in Section 2.

2. Payments and Governance

2.1. Introduction

The reporting and payment arrangements for the financial year 2012-13 are below and include the TA's expectations of governance, internal control and audit.

This section is supported by the terms and conditions of the funding scheme and the Part 4 declaration. Academies are required to accept these by signing and returning them by e mail to Golden.Hello@education.gsi.gov.uk . Payments will not be made until this condition has been satisfied.

2.2. Returns and Payments

Throughout the year Academies are required to complete and return a 2012-13 Golden Hello claim by invoice as soon as practical.

The completed form should detail the Golden Hello expenditure incurred during that period. There are no deadlines for submission as such but the TA requires that the last submission date for the financial year of Friday 22 March 2013 is adhered to.

Academies must ensure that all outstanding and relevant **expenditure** relating to the financial year ending 31 March 2013 is accounted for by any claim up to 22 March. Note that expenditure is an accounting term and therefore this final claim may include:

- payments made by Academies between 01/04/2012 and 31/03/2013 for which the Academy have not previously claimed or been reimbursed by the TDA/TA,
- payments that Academies will make up to 31/03/2013, and
- payments that Academies will make after 31/03/2013 but which will be accounted for as *accrued expenditure* in their annual accounts for the financial year 2012-13.

2.3 Governance

The claims serve to verify that the expenditure incurred by Academies has been for eligible activities only, as outlined in TA documentation.

As such, they must be signed by the Academy Business Manager or Bursar and countersigned by the Head Teacher to ensure propriety and financial governance. Where claim forms are not submitted in this manner they will not be accepted for payment.

2.4 Submissions

All claims must be transferred securely in order to comply with the Data Protection Act 1998.

The Data Protection Act considers the information to be collected in these returns as 'sensitive personal information'. This is because it links one or more identifiable living persons with information about them whose release would put them at significant risk of harm or distress.

The TA offers Academies a choice of four methods to submit claims securely. All options rely on encryption and electronic transfer. Postal or paper submissions will not be accepted.

The available options are:

1. Winzip AES256

Please encrypt the claim forms with Winzip and email them to golden.hello@education.gsi.gov.uk.

Note that passwords must not be shared through email. It is recommended that they are communicated by separate e mail to TA.lafunding@education.gsi.gov.uk

2. Excel 2007 or above

Please encrypt the claim forms using Excel's encryption facility and email them to Golden.hello@education.gsi.gov.uk Note that passwords must not be shared through email. It is recommended that they are communicated by separate e mail to TA.lafunding@education.gsi.gov.uk

3. Pretty Good Privacy (PGP)

Please arrange to exchange PGP keys with the TA by emailing TA.lafunding@education.gsi.gov.uk Following this, please encrypt the claim forms using PGP and email them to the same address.

4. Secured eMail

This facility requires external users to download and install a small piece of encrypting software from the TA. Please select this option if the alternatives listed above are not suitable and contact TA.lafunding@education.gsi.gov.uk for further information.

Academies are asked to state their preferred option prior to submission.

You may be asked to send your encryption key or password to us in advance of any claim being received.

2.5 Balances Brought Forwards

Any over funding relating to the financial years 2010-12 (determined through the 2010-12 payment reporting system) will be immediately offset against reimbursements due in the financial year 2012-13 until no historical amounts are owed by either organisation.

Due to the nature of the claims based approach, no balances are expected to be carried forward into future years.

3. Planning and process

In addition to declaring expenditure already incurred, the claims also ask Academies to share their anticipated expenditure for the financial year 2012-13 so far as this can be predicted.

Academies are additionally asked to plan and forecast their claims for the 2013-14 financial year. The TA accepts that an Academy may not be in a position to fully forecast any stage 1 payments due to uncertain recruitment, we do anticipate however that all stage 2 and 3 payments can be anticipated where the teacher remains in your employment.

Academies can simply send an e mail to Golden.Hello@education.gsi.gov.uk with this information when it is known.

4. Terms and conditions of funding: 2012-13

4.1. Use of the funds

The funds must be used solely to cover the declared direct or indirect payment of Golden Hello incentives to eligible teachers and any associated Employee Related National Insurance contributions.

4.2. Management of the funds

The Academy must have appropriate and effective financial systems in place for the management, accounting and auditing of the TA funding.

Reimbursements will be made by the TA in accordance with the arrangements detailed in this document. The TA reserves the right to change these arrangements.

It is the Academy's responsibility to ensure that the TA holds both correct bank and contact details for them; funds sent by TA to a declared Bank which are incorrect may be unrecoverable and will not guarantee a replacement transaction.

The funds cannot be carried over into future years and must be used exclusively for payments made between 1 April 2012 and 31 March 2013.

4.3. Contact and reporting requirements

The Academy must provide the TA with a named contact for all matters relating to the funding, and inform the TA immediately of changes to the named contact.

The Academy shall respond promptly to reasonable requests for data and information by the TA. The Academy will be responsible for the quality of this data.

The Academy will provide the TA with authorised claims which will detail the expenditure that it has incurred and the expenditure it expects to incur in the remainder of the financial year. The TA will provide the Academy with supporting information on the scheme on request.

All reported expenditure will be verified by the Business Manager/Bursar and the Head Teacher.

The TA reserves the right to audit all claims and/or require the Academy to submit independently audited end-of-year returns.

The Academy will comply with the Data Protection Act 1998 and arrange appropriately secure methods of sharing personal information with the TA.

4.4. Repayment and withholding of payments

Funding is dependent on the TA continuing to operate the scheme.

The funds must be used entirely for eligible activities, i.e. for the purpose given in making payments for the Golden Hello scheme.

The TA reserves the right to withhold all, or part, of the funding if the terms and conditions of funding are not met.

The TA will reimburse the Academy in arrears for expenditure they incurred during the financial year. The TA will not make payments in advance of recognised liability and will not pay for any claim made where the sum claimed will be credited to the next financial year.

The TA Chief Executive may suspend the payment of funds, either in whole or in part and for any appropriate period if, in her opinion, it is appropriate and reasonable to do so to safeguard public funds.

4.5. Academies authority declaration – Golden Hello Funding 2012-13

I declare that I am appropriately authorised to accept the TA funding for the purposes given and to sign these terms and conditions on behalf of the local authority. I confirm that the local authority will comply with the TA terms and conditions of funding and associated funding arrangements.

Please sign and email a scanned copy to Golden.Hello@education.gsi.gov.uk

Name of Academy:

Signed:

Print Name:

Job title:

Date:



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Any enquiries regarding this publication should be sent to us at golden.hello@education.gsi.gov.uk

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