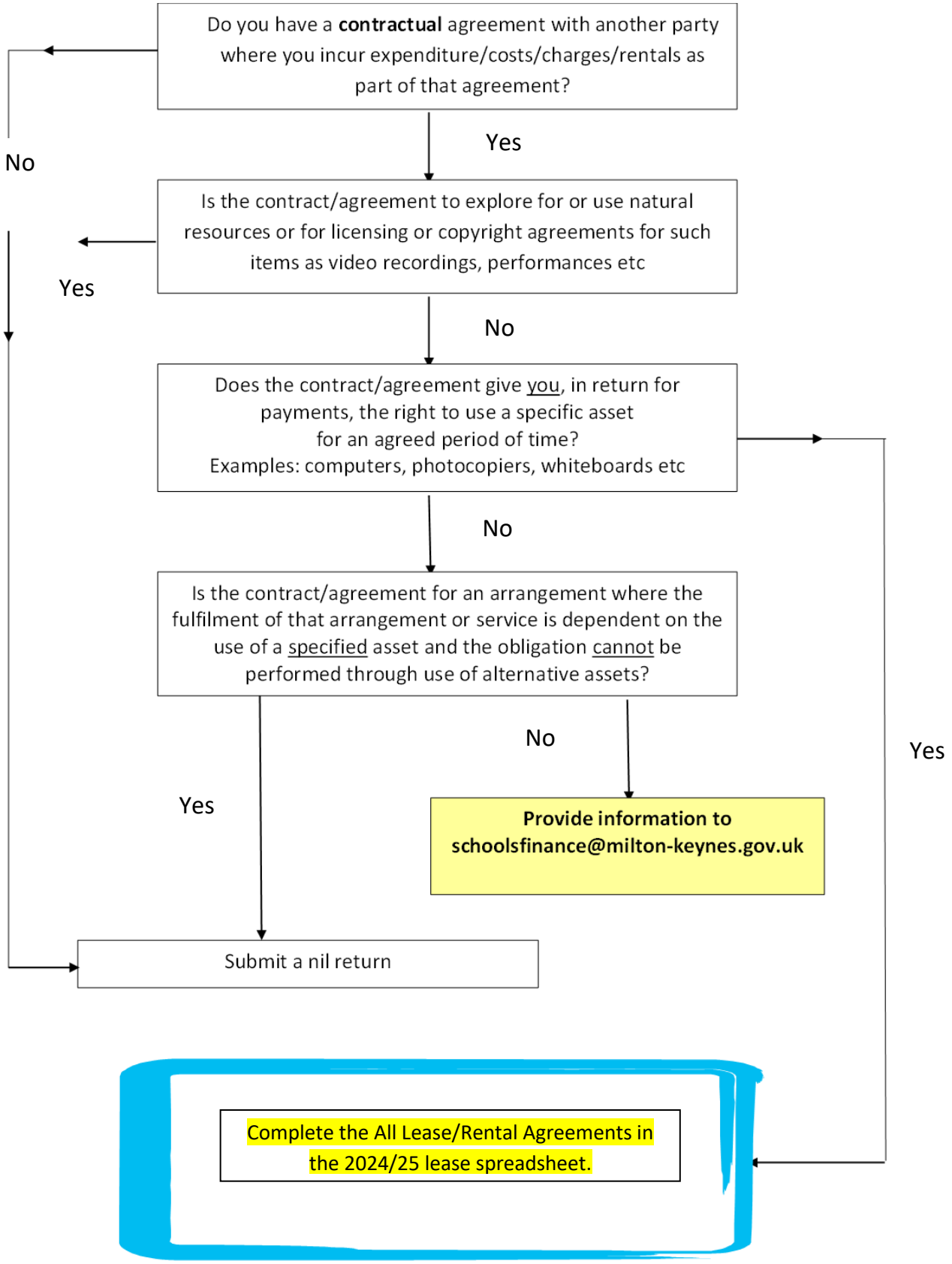
Milton Keynes City Council

Year End Leasing Flow Chart.

January 2025


Do you have a **contractual** agreement with another party where you incur expenditure/costs/charges/rentals as part of that agreement?
Yes
No
Is the contract/agreement to explore for or use natural resources or for licensing or copyright agreements for such items as video recordings, performances etc
Yes
No
Does the contract/agreement give you, in return for payments, the right to use a specific asset for an agreed period of time?
Examples: computers, photocopiers, whiteboards etc
No
Yes
Is the contract/agreement for an arrangement where the fulfilment of that arrangement or service is dependent on the use of a specified asset and the obligation cannot be performed through use of alternative assets?
No
Yes
Provide information to schoolsfinance@milton-keynes.gov.uk
Submit a nil return
Complete the All Lease/Rental Agreements in the 2024/25 lease spreadsheet.

Milton Keynes
City Council