



Merry Christmas to you all

2019 has been, for me, one of the quickest years yet. We continue on the journey of Academy conversions, National Funding Formulae and maximising funding, whilst these times are challenging, I am proud to work with so many professionals that take up the challenge and embrace the changes we all need to succeed.

Whilst you require our services we continue to be here to champion and uphold the financial frameworks that underpin and protect the public purse and I look forward to working with you in the new year, seeking new ways of ensuring school funding is maximised to the benefit of the children within our schools.

The service brochure remains largely unchanged due to the ongoing welcome feedback you have given us on our bespoke service. The 2020-21 pricelist will be available on the SIP after Christmas.

I would like to wish you a very Happy and Healthy New Year, we look forward to seeing you all soon.

Janet Bowlzer CPFA Rachel Wright AAT
Group Accountant Principal Accountant

In This Issue:

Meet The Team
| Page 2

Useful Contact Information
| Page 3

Benchmarking
| Page 3

Financial Planner
| Page 4

Cash Handling
| Page 4

Training
| Page 5

Academy Conversions
| Page 5

Closedown Requirements
| Page 6

Contacts:

Rachel Wright
Principal Accountant
Tel: 01332 642785
rachel.wright@derby.gov.uk

Schools Finance Team

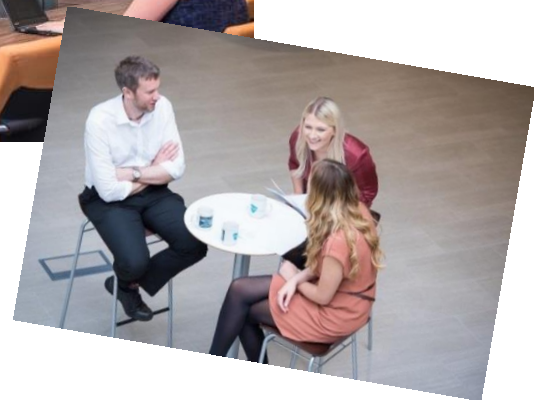
Tel: 01332 640784
schoolfinanceteam@derby.gov.uk

The Schools Finance Team consists of:

Alison Parkin	Head of CYP Finance	Alison.Parkin@derby.gov.uk	64 2674
Janet Bowlzer	Group Accountant	Janet.Bowlzer@derby.gov.uk	64 2675
Rachel Wright	Principal Accountant	Rachel.Wright@derby.gov.uk	64 2785
Jemma Gaunt	Finance Officer	Jemma.Gaunt@derby.gov.uk	64 2684
Rachel Noble	Finance Officer	Rachel.Noble@derby.gov.uk	64 2702
Helen Rigg	Finance Officer	Helen.Rigg@derby.gov.uk	64 2694

For Schools Formula Budget Support please contact:

Sarah Smith	Principal Accountant	Sarah.Smith@derby.gov.uk	64 2693
Chris Holmes	Finance Officer	Chris.Holmes@derby.gov.uk	64 2687



Useful Contact Information

- Accounts Payable – SchoolSapEnquiry@derby.gov.uk
- Oracle – Oracle.Admin@derby.gov.uk
- Income, Civica ICON and Childcare Vouchers - Shane.Chadda@derby.gov.uk
- Cheque Cancellations – ChequeCancellation@derby.gov.uk
- Imprest/Banking – Schoolfinanceteam@derby.gov.uk

Where to Send Information

All Lloyds Link, bank signatory/debit card amendments, imprest top ups and internal recharges should be sent to School Finance Team.

- All new users or leavers of Lloyds Link please fill out the [LloydsLink access form](#) and either email it to us on [School Finance Team](#) or post it to School Finance Team, Finance, Council House, Corporation Street, Derby, DE1 2FS
- To add or remove a signatory for the bank account please complete the [Authority for Signatory Amendment form](#) and send the **original copy** in to School Finance Team, Council House, Corporation Street, Derby, DE1 2FS
- To apply for a debit card please complete the [debit card application form](#), once complete send through the **original copy** to School Finance Team, Council House, Corporation Street, Derby, DE1 2FS
- If a debit card needs cancelling please send an email though to [School Finance Team](#), and then destroy the card.
- To set up a Citrix Account please follow the link <https://sip.derby.gov.uk/apps/eforms/?formid=8>
- To set up, amend or to cancel an Oracle user, please complete the [Oracle Access Form](#) and return this to [School Finance Team](#)

New interactive Benchmarking Reports 2019

The team have had positive feedback on the use of the new interactive benchmarking reports, thank you for that. Following on from the change in the layout of the data supplied by the DfE the team took the opportunity to make the reports more interactive, allowing schools to fully localise their discussions with Governors and other stakeholders.

We are currently working on the new benchmarking information and will be sending the reports out to those schools who qualify shortly.

2020-21 Schools Financial Planner

We're busy updating pay increases, inflation rates, etc and the 2020-21 budget planning tool will be ready to use after the Christmas break.

PLEASE NOTE drop in sessions for those of you who require training on the planner will be arranged in the New Year, please look out for the email.

Cash Handling in Schools – Reminder

Cash handling is a priority in a school office whenever money is collected. This applies to all funds including Private and Voluntary contributions

- All cash received from activities must be receipted, this applies to all funds including Private and Voluntary contributions
- All cash must be secured in the school safe until banked
- Income should be banked at the earliest possible opportunity
- The banking must be INTACT, which means you may not substitute a cheque for cash or vice versa or take money from the deposit to purchase items.

Under no circumstances should money be taken home for safekeeping either by students or staff.

Contact your school's Office Manager, if you have questions or need information on how to deposit fundraising, field trip, or other activity money.

Training Update

We have had some queries from schools asking if training is still available from us, due to no dates being advertised. We have delivered training in a variety of methods to schools, in the past and these have become more bespoke to a school's specific need. Unfortunately the take up and attendance at generic training events has been extremely low and whilst we do look forward to seeing you all it's not viable to operate a session with only a very small number of attendees.

If you do require training please talk to the team about the options available.

Academy Conversions – Agreeing Final Balances – Schools using Oracle

In accordance with the latest DfE guidance notes published in March 2018 – the local authority has 4 months from the date of conversion to agree balances with the school. Once agreed the local authority must make payment of the balances within one month.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/692787/School_balances_on_conversion_submission.pdf

In order for us to agree balances in a timely manner we require schools to do the following:

- Ensure all supplier invoices relating to the school prior to conversion date have been entered onto Oracle and approved for payment – DO NOT pay any invoices for supplies and services received after the conversion date.
- DO NOT pay any invoices on behalf of the academy (prior to conversion)
- Ensure all Debt has been recovered for any invoices raised using Oracle AR – any outstanding debt will be written off against the final balances
- Make sure all income received up to conversion is banked using the DCC system within a week of converting – then check the income is all credited on Oracle.
- Arrange to pay/or claim refunds for any sold services provided by council departments.
- Cancel any debit cards and reconcile imprest accounts – submit reconciliation to schools finance team within 2 weeks of conversion date. Cancel any uncashed cheques. Reconciled balances will be added to the schools final balance.
- Make sure any invoices raised from Derby City Council to the school/academy are paid in full – any outstanding debt will be deducted from final balances
- Year End documents will be needed for leases and grants received during the financial year.

Year End Closedown 2019-20

Pre Closedown Requirements –

January 2020

- Schools to send to LA
 - Lease information (if you have this information now and there is no change then please feel free to send in early)
 - Confirmation of grants received & appropriate coding – need to check the transactions against grant codes and ensure ONLY grants are posted.
 - Bad Debt Write offs – please ensure all write offs have been approved and sent for action
 - Ledger housekeeping (income & expenditure) Please ensure that no expenditure is coded to income or vice versa.

- LA to send to school
 - Key Dates
 - Closedown instructions
 - Capital instructions

February 2020

- Schools submit Capital returns to LA
- Balance sheet control accounts (VAT, Payroll) – ensure all transactions are control transactions and do not relate to any other expense, income or payment

Accruals and Working Papers

Improvement is needed in the working papers submitted for accruals, **reader friendly calculation tables referenced to clear evidence is required**. Any accruals not passing this test will not be input. For 2019-20, please can you make sure you provide all working papers with those clear details attached, if there is an estimated figure to be accrued then please ensure the calculation method is attached to the working papers, identifying how the final figure has been calculated.

Accrual papers with circled amounts without reason are **unsatisfactory for audit purposes**.

More information will be sent in the new year.