



School Finance Team

Merry Christmas to you all

2021 continued to challenge all of us, we appreciate your continued support to the team and working with us on our virtual meetings. Whilst the threat of COVID remains high, virtual meetings will have to remain in place, however once restrictions are reviewed in the new year we are working with our Health and Safety colleagues on risk assessments with the view to being able to hold face to face meetings at the Council House initially, then the long-term aim is to visit schools as before. The challenge has been the logistics of our work plans that involved visiting more than one school in the workday, but please be reassured we are in discussions each week with regard to reviewing the way we work as situations change.

With more schools converting to academy, we remain committed to our maintained schools and for 2022-23 our offer remains largely unchanged. The updated pricelist will be posted onto the SIP as soon as we can.

We have received notification this week that benchmarking data has been made available by the DfE, and we will be working on your benchmarking reports, for those schools who qualify, straight after Christmas.

We have received a number of queries relating to information that is held on the [Schools' Information Portal homepage \(derby.gov.uk\)](https://www.derby.gov.uk/schools), the site has a new look and feel for 2022 – we encourage you to have a look around. Within this newsletter we have also embedded some useful links to help with day-to-day tasks.

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

Janet Bowlzer CPFA **Rachel Wright AAT**
Group Accountant **Principal Accountant**

In This Issue:

Meet the Team

| Page 2

Useful Contact Information

| Page 2

Useful Links

| Page 3

Christmas Payment Dates

| Page 3

Financial Planner Training

| Page 4

School Budgets 2022-23

| Page 4

Closedown 2021-22

| Page 5

Pool Premium

| Page 5

COVID Workforce Fund

| 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:

Janice Hadfield	Head of Service Support Finance	Janice.Hadfield@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

Other Useful Contacts

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



Useful Links

- **Banking** – to change bank signatories, apply for a debit card or set up or remove Lloydslink users, please follow this link to the relevant form: [Banking Forms](#)
- To set up a **Citrix** Account please follow this link: [Citrix Account Form](#)
- **Oracle** - To set up, amend or remove an Oracle user, an Oracle supplier or an Oracle customer, please follow this link to the relevant form: [Oracle Forms](#)
- **Oracle Training Manuals** – for help with raising Oracle orders, using Accounts Payable, raising Accounts Receivable invoices or creating journals, please follow this link to the relevant help page: [Finance training manuals](#)
- **Governance and Policies** – for Council policies that schools can adopt to ensure governance is considered in school, please follow this link: [Policies](#) (please note - these are about to be updated to the latest version)
- [Scheme for funding schools](#) – LA maintained schools must comply with the scheme.

Remember there is lots of other useful information on the Schools Information Portal

Key payment dates over Christmas 2021

Accounts Payable

As in previous years, there will be NO payment runs between Christmas and New Year. The last payment run prior to the Christmas and New Year period will be **Thursday 16th December** with funds crediting on **Monday 20th December**.

Normal payment schedules will resume on **Thursday 6th January**, which will credit bank accounts on **Monday 10th January**.

If you have any urgent queries over the Christmas period please contact [Accounts Payable](#) or call 643 185.



2022-23 Schools Financial Planner - Training

Please email us (SchoolFinanceTeam@derby.gov.uk) if you are interested in budget planner training that will be taking place in January next year.

Like this year, the training will be virtual using Microsoft Teams.

Budgets will be issued as soon as DfE allocations and proformas are released and worked on, the current timeframe is thought to be in line with previous years' time frames, any changes to that will be communicated to schools as soon as Finance know.

School Budgets 2022-23

The schools forum's principle of following the national funding formula continues for 2022-23 given the funding envelope available. We should know around the end of December what that funding will be.

The FSM Ever 6 is now based on October census data rather than the January census. This brings it in line with Pupil Premium. It's fairly standard for the DfE to bring census counts in line.

Schools business rates will be paid directly by the ESFA from next year. The billing authority will be liaising directly with the ESFA – removing any billing to schools or MATS.

The current forecast for the high needs block is a deficit position, with Qtr 2 reporting a £2m deficit overall. High needs pressures continue, and work is ongoing to mitigate the situation as much as it can.




Closedown 2021-22

- **Timetable** - as far as we know there won't be any change to the closedown timetable next year, but we'll issue the detailed instructions in January.
- **Housekeeping** – please carry out checks to ensure that items posted to the ledger are correct. Check that income is posted to income subjective codes and expenditure is posted to expenditure subjective codes. It will speed up the closedown process.
- **Leases** - the first thing that we'll need from you is the lease information. The accounting standard IFRS 16 comes into effect in April 2022 and there will therefore be a new template to complete to capture the additional information that will be needed by the Corporate team. We'll send it out to you along with the closedown instructions and there's usually an early deadline sometime in January.
- **Working Papers** - In terms of working papers, use the accrual template for calculations again this year and your School Finance Officer will be in touch about other working papers needed by External audit.
- **Please submit everything electronically.**

Pool Premium

For those schools who participate in our scheme, please remember that claims should be received by us by the 15th day after the month to be claimed.

Please also submit nil claims when there are months with no actual claim.



**Information: coronavirus (COVID-19)
workforce fund re-opened to support
schools and colleges with costs of staff
absences**

The DfE has re-opened the COVID-19 workforce fund to provide financial support to eligible schools and colleges for absence costs incurred from 22 November until the end of term.

The fund is available to support schools and colleges facing the greatest staffing and funding pressures to continue to deliver face-to-face, high-quality education to all pupils.

Full guidance on eligibility and criteria is available for [schools](#) and [colleges](#).