



School Finance Team

Merry Christmas to you all

As I say every year, the time passes so quickly and 2022 has proved an equal challenge to previous years, with pressures seen across all services and challenges to budgets greater than ever before.

Schools are not immune to such challenges, and you all know the work you have put into 2022 will continue into 2023.

As in previous years with the government's push for more schools to convert to academy, we remain committed to our maintained schools and I'm proud to be able to say for 2023-24 our offer remains largely unchanged. The updated pricelist will be posted onto the SIP as soon as we can.

Remember that information is held on the SIP [Schools' Information Portal homepage \(derby.gov.uk\)](https://www.derby.gov.uk/schools-information-portal). 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,

Janet Bowlzer CPFA Rachel Wright AAT
Group Accountant Principal Accountant

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Schools Finance Team

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The Schools Finance Team consists of:

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For Schools Formula Budget Support please contact:

Jemma Gaunt	Principal Accountant	Jemma.Gaunt@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 2022

Accounts Payable

The last payment run before Christmas will be Wednesday 21st December, with funds crediting on Friday 23rd December (instead of a payment run on Tuesday 20th December).

All interfaces will need to cover any payments required to credit the customer's bank accounts on or before Thursday 5th January and will need to be with Admin Oracle by midday on Monday 19th December. Normal payment schedules will resume on Thursday 5th January, which will credit bank accounts on Monday 9th January.

If you have any urgent queries over the Christmas period, please contact [Accounts Payable](#) or call 643185.



2023-24 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 2023-24

The schools' forum's principle of following the national funding formula continues for 2023-24 given the funding envelope available. We should know around the end of December what that funding will be.

There remains no change for the 2023-24 funding year on how School's business rates are paid.

Please work with your finance officer when setting your budget, especially in such an unprecedented cost of living crisis.

School forum is being held on Tuesday 20th December – link below to see the minutes – on the agenda will be the Quarter 3 monitoring and information on the latest High Needs deficit forecast.

<https://www.derby.gov.uk/education-and-learning/schools-and-colleges/schools-forum/>



Closedown 2022-23

- **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 was delayed to April 2023 and there will therefore be a new template to complete this year 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.**

This year the team is putting on training for SBMs with an aim to improve working papers and for you to ask questions on how best to prepare for year end.

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.