



SCHOOLS FINANCE UPDATE - JULY 2019

Noted tasks August to October 2019

Aug-19	2016/17 Devolved Formula Capital Funding spending deadline.	30hr Code check due by 1 st September
Sep-19	2016/17 Devolved Formula Capital Funding clawback if not spent.	30hr Code check due by 1 st September
Oct-19	2nd Quarter Outturn by 31st October, Outturn Workshops held w/c 1st October, Capital Outturn due 7th October	Pupil Census point October 17th, 30hr Code check due by October 22nd

Please refer to the LA Timetable for more information.

Please note the timetable is not an exhaustive list of tasks required and should be used in conjunction with your schools plan.

If you would like to add tasks to the timetable, please email your suggestions to:

TWSchoolsfinance@bristol.gov.uk with the subject: **Service Update JULY 2019**

Key Changes:

Fraud Awareness – BCC Policy - how aware are you?

Please refer to the advice at the end of this update for guidance.

If you have any concerns about any of the items raised herein, please contact TWSchoolsfinance@bristol.gov.uk with the subject: Service Update JULY 2019

In other news:

ITRENT Payroll

We are making progress with BCC Payroll team, and whilst there are still anomalies within schools establishment, we have uploaded the Employee June BPS report to support identification of these issues.

If on reviewing your establishment and payroll costing report, you are still experiencing difficulty reconciling your establishment please contact the HR Advice Centre at email:

hr.advicecentre@bristol.gov.uk

The above exercise will help to ensure accurate costs can be calculated and recorded in your accounts. RM accounts will be updated on receipt of the reconciled July Payroll journal; this is likely to be in August.

If you need support using ITRENT please visit the source or contact the HR Advice Centre at email:

hr.advicecentre@bristol.gov.uk



PETTY CASH ACCOUNTS

As we approach the end of term please ensure that all petty claims are processed and the reimbursement invoice is okayed.

Please note the reimbursement invoice is not subject to VAT, please use Out of Scope for VAT (OS).

PROCUREMENT CARD JULY/AUGUST

Please ensure that your July and August Procurement card statements are processed on RM Accounts by 13th September 2019. If a statement is missing after this date, the card will be blocked on 17th September 2019.

TEACHERS PAYAWARD 2019

TWS are recommending that Schools plan for a 2% pay award across all grades from September 2019, the Government advice is that this award is affordable at the current level of funding, therefore no additional grant will be available.

All TWS managed Payscales in BPS will be updated at the end of July to reflect a 2% award.

If you wish to use a different % please contact us at TWSSchoolsfinance@bristol.gov.uk. subject: Teacher Pay award 2019.

REFUNDS to Customers

It is the schools responsibility to ensure the accuracy and validity of any refund, and this must be agreed with the Governing Body. If you need to arrange a refund please use the attached form.

TWS Finance do offer a chargeable refund validation service, if you wish to use this service please email TWSSchoolsfinance@bristol.gov.uk. subject: REFUNDS.

DFC CAPITAL 16/17

Any unspent 16/17 DFC capital funding will be clawed back in September 2019. Please ensure you have okayed invoices for capital spend by 31st August 2019. Purchase Orders and Goods Receipts are not included in the calculation of spend, only okayed Purchase Invoices.

If you require guidance on how capital income and expenditure should be recorded please refer to the May service update or email TWSSchoolsfinance@bristol.gov.uk. subject: Capital.

Suppliers Set up Requests

The new supplier template for the 19/20 financial year includes an area to identify if a Supplier is in scope of IR35, these questions do not replace the requirement for a full HMRC check.

On completion of the HMRC check please attach the result to the Purchase order.

The template is also available to download in the conferences tab on RM.

Suppliers are currently categorised as RED/AMBER/GREEN, this is an indicator that the supplier services may be in scope for IR35, and each engagement with the supplier should be reviewed to ensure compliance. Supplier contact codes will be issued only on confirmation of Supplier Bank Details.

TWS Schools Team

Our Team meeting will be held on Wednesday 17th July, consequently the Helpdesk phone line will be unavailable from 1pm. If you require support during this time please email your query to

TWSSchoolsfinance@bristol.gov.uk subject: RM HELPDESK.



FUNDING STREAMS – Whole School/Community/Childrens Centre Balances

A school and its governing body are responsible for all income and expenditure recorded at the setting. It is imperative that the governing body recognises this liability, and balances reported in statutory returns. The school remains liable for all balances whether current or historic.

Possible funding streams in addition to the government grants (Devolved Formula, Pupil Premium, Early Years Funding etc) can include, After School Club, Breakfast Clubs and/or Day Care services for 2/3/4/year olds (this is not an exhaustive list).

If you would like further guidance please email TWSschoolsfinance@bristol.gov.uk subject: Funding

Revenue - Quarter 2 Outturn:

The LA requires the 1920 Quarter 2 Outturn return to be submitted by 31st October 2019, please email all required documents to: lareturnsfinance@bristol.gov.uk

If appropriate, please refer to the Support process for schools with financial deficits.

<http://intranet.bcc.lan/ccm/content/articles/childrens-services/information-for-schools/support-process-schools-financial-deficits.en>

Revenue - Quarter 2 Outturn Workshop

Workshops to aid the completion of the Quarter 2 Outturn return are scheduled for October 2nd, 3rd, 8th and 9th, you can reserve your space by calling our Helpdesk on 0117 9037866, or alternatively email: TWSCHOOLSFINANCE@bristol.gov.uk, and quote "Workshop" in the Subject line.

These workshops are offered free of charge when opting for the workshop based consultancy package (please note limited to 3 workshops for standard consultancy), or may be purchased separately for a charge of £140 (half day option available 9:30am - 12:30pm £80)

If you would like to discuss the benefits of the workshop option further please contact your finance officer for more information.

TWS Training

All Training is held at our training room in City Hall.

Training sessions are charged at £140 per day course or £80 half day course.

If you would like to attend a training session, please email your order to TWSschoolsfinance@bristol.gov.uk subject: TRAINING.

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September 2019:

16th 9.30am – 4pm RM Accounts Training: Purchase Order / Purchase Ledger (full day course)

18th 9.30am – 1pm AM Business Manager Training 2 Day course (day 1/day 20th September)

20th 9.30am – 4pm Business Manager Training 2 Day course (day 2)

Business Manager Training day 1 is a half-day session looking at the Business Manager role and responsibilities, and funding streams for schools.

Day 2 will look at managing and reporting the school accounts, Budget building and Budget Monitoring. Head Teachers are welcome to join this training and can opt for day 1 only if preferred.

Key Changes

Fraud Awareness

Please visit the BCC source for policy documents, in the search box enter the word "Fraud", a number of relatable records will be returned.

BCC have a fraud awareness course which will be made available to schools shortly.

The course is very informative; here is an extract from its introduction:

A working definition of fraud for any organisation is:

"Any action deliberately taken against an organisation from within or externally to secure unfair or unlawful gain."

Fraud can cost organisations significant sums of money and therefore is it important that employees are aware of the signs to look out for in identifying a potential fraud.

In the current time of recession and cutbacks, fraud is more likely to occur and its impact on organisations are likely to be even more severe.

There is always a risk that any employee, or indeed a third party, could undertake an act of fraud against your organisation. Therefore it is important to always take action to help prevent the risk of fraud occurring.

There are three main factors generally present for someone to commit an act of fraud. They are motivation, rationalisation and opportunity. This is what is known as the fraud triangle.



End of Update