

Financial Returns Timetable 2021/22

VAT returns to be submitted via the VAT automation process by the 10th of each month.

All Early Returns (and queries) must be emailed to the Chief Accountants Team:
CATenquiriesKCC@kent.gov.uk 03000 421447

The SFVS should be sent as an excel attachment and emailed to: **SFVS@theeducationpeople.org**

The email address for all other returns is: **schoolfinancereturns@theeducationpeople.org**

The subject line for all emailed returns **MUST** quote: the four digit DfE number (exclude 886) School name and return type
 Posted returns will not be accepted

BPS users can choose to email return documents as an attachment or save all their documents with clear headings into the document store area of BPS. You must then email the 'schoolfinancereturns' inbox to advise us you have done this.

Date	Return type	Information required
31 May each year	3 Year Budget Forecast with supporting CFR comments *Kelsi Budget template	BPS users: -The Budget is submitted via BPS - a blank Word template for your supporting comments is available in BPS (Help and User guidance section) , email this as an attachment. Non BPS users: - Must complete the Excel template available via Kelsi (email as attachment). Please ensure you have downloaded the latest version. *Your completed Kelsi Budget template (which matches your submitted Budget) should be emailed to SFS as an attachment.
15/10/2021	Six Month Returns Income and Expenditure Report *Reconciliation Report *Unpresented items listing *Bank statement/s	Non FMS6 users: - must complete the Excel returns templates on Kelsi for Income and Expenditure and Reconciliation reports (email as attachment). FMS6 users: - Income and Expenditure report must be in <u>excel CSV format</u> and emailed as an attachment. *All other reports must be scanned and emailed Note: All reports from FMS must be run at the same time
15/10/2021	Six Month Monitoring	BPS users: CFR Budget monitoring report. The CFR Report MUST be saved as an Excel file using the Print XLS Format button. For guidance refer to 'Help and User guidance' within BPS.
14/01/2022	Nine Month Monitoring	Non BPS users: - must complete the Monitoring excel template available via Kelsi (email as attachment).
14/01/2022	Balance Control Mechanism (BCM)	All schools must complete the Excel form available via BPS (Help and User guidance section) or Kelsi and email as attachment.
TBC by CAT Team	Early Returns: For the Chief Accountants Team	All Schools – Contact the Chief Accountants Team (CAT) for all enquiries and refer to Kelsi for full details. Contact details above.
31/03/2022	Schools Financial Value Standard (SFVS)	All schools must email as an Excel document, both data and questions are mandatory. The school must retain a signed copy. A link to the DfE website for a blank document is available on Kelsi.
TBC	Closedown Documents:- Income and Expenditure report (excel) Reconciliation report Unpresented items listing Bank statement/s Year End Analysis Capital Matrix Additional Supporting information	Full details and guidance will be available via Kelsi early in 2022. Guidance packs are sent out to maintained schools by early March.