

Email address for budget, monitoring and closedown returns: schoolfinancereturns@theeducationpeople.org

The subject line for all emailed returns must start with the four digit DfE number (exclude 886) then School name and return type (e.g. 1234 School Name - 9 month return)

3 YR BUDGET PLAN

Due 31st May each year

Required Documents:

- BPS users use your budget submittal button in BPS and email in the 'Budget CFR Assumptions'* sheet (*new)
- Non BPS users complete budget plan using the Excel template on Kelsi and email.
- Email completed Kelsi Budget template that matches the submitted budget to schoolfinancereturns@theeducationpeople.org

Early Returns : For KCC Chief

Accountants Team (CAT)

Due late Feb: schools will be advised direct by CAT

Templates found on Kelsi - queries and emails to CATclosedown@kent.gov.uk

Schools Financial Value Standard (SFVS)

Due 31st March each year

Email completed checklist and outcome declaration (as a word doc) *must include* Related Party Transaction doc (a nil return is req'd)

A link to the DfE website for a blank document is available on Kelsi. Please check you are using the most recent copy.
Email: SFVS@theeducationpeople.org

Six Month Return

Due 11th Oct 2024

Required Documents to be emailed:

1. Monitoring from BPS. Select 'CFR only' report and save as **excel csv format**
Non BPS users should use the excel template available on Kelsi
2. Half year system reports:
 - Income and Expenditure report (*exported in excel csv format*)
 - System Reconciliation report with manual section completed (*exported as pdf*)
 - Unpresented items listing (*exported as pdf*)
 - Last reconciled Bank statement including supporting bank reconciliation report
 - Latest statement of any other bank/savings account held in the school name.

N.B. All system reports must be run at same time

email: schoolfinancereturns@theeducationpeople.org

Nine month Return

Due 17th Jan 2025

Required Documents:

1. Monitoring from BPS emailed as a 'CFR only' report and in **excel csv format**
Non BPS users should use the monitoring template on Kelsi
2. Balance Control Mechanism (BCM)
All schools to complete template available on Kelsi
3. Latest copy of Rates Bill

System reports are not required

email: schoolfinancereturns@theeducationpeople.org

N.B. When running accounting system reports they must be produced at the same time

Remember:
VAT returns are due by 10th of the month

Closedown Documents – due 2nd April 2025

Income and Expenditure report (*exported in excel csv format*)

System Reconciliation report with manual section completed (*exported as pdf*)

Unpresented items listing (*exported as pdf*)

Reconciled Bank statement to 31 March - including supporting bank reconciliation report

Latest statement of any other bank/savings account held in the school name.

I18 Ledger code report

Year End Analysis – from Kelsi

Capital Matrix – from Kelsi

Additional Supporting information – From Kelsi

Guide packs sent out to maintained schools early March. Email to schoolfinancereturns@theeducationpeople.org

YE Analysis, Capital Matrix and Additional Info forms will be available on Kelsi once the March Advances are updated.