

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 CFR comment sheet
- 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

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

System reports are not required

email:schoolfinancereturns@theeducationpeople.org

We prefer to receive documents by email.

*If you choose to save your return documents in your BPS document store - they must have clear headings which start with the year e.g 24-25 (then description) Closedown I and E
You must then email the 'schoolfinancereturns' inbox to advise us the documents are in the store.*

Closedown Documents – Due 1st April 2025

Required documents:

- 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
- 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.

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

email:schoolfinancereturns@theeducationpeople.org

N.B. All System reports must be run at the same time

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