

# Financial Returns Timetable 2026/27



Email address for budget, monitoring, closedown returns and rates info: [schoolfinancereturns@theeducationpeople.org](mailto: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 (eg. 1234 School Name – 9 month return).

## 3 year budget plan

**Due 31 May each year**

### Required Documents:

- ✓ BPS users use your budget submittal button in BPS and email in the 'Budget CFR Assumptions' sheet.
- ✓ Non BPS users complete the combined budget plan and Assumption sheet template on Kelsi and email.
- ✓ Email your completed Kelsi Budget template that matches the submitted budget [schoolfinancereturns@theeducationpeople.org](mailto:schoolfinancereturns@theeducationpeople.org)

**RATES:** Please send in a copy of your 2026–27 Rates bill as soon as you receive it.

✉ [schoolfinancereturns@theeducationpeople.org](mailto:schoolfinancereturns@theeducationpeople.org)

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

## Schools Financial Value Standard (SFVS)

**Due 31 March each year**

- ✓ Email completed checklist and outcome declaration (as a Word doc) must include Related Party Transaction document (a nil return is req'd).
- ✓ A link to the DfE website for a current year blank document is available on Kelsi.
- ✓ Email: [SFVS@theeducationpeople.org](mailto:SFVS@theeducationpeople.org)

## Six month return

**Due 16 Oct 2026**

### 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 accounting system bank reconciliation report.
  - ✓ Latest statement of any other bank/savings account held in the school's name.

N.B. All system reports must be run at same time  
email:[schoolfinancereturns@theeducationpeople.org](mailto:schoolfinancereturns@theeducationpeople.org)

## Early Returns: For KCC Chief Accountants Team (CAT)

**Due late February**

- ✓ Schools will be advised direct by CAT.
- ✓ Templates found on Kelsi – queries and emails to [CATclosedown@kent.gov.uk](mailto:CATclosedown@kent.gov.uk)

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

## Nine month return

**Due 15 Jan 2027**

### 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) template available on Kelsi.

System reports are not required at 9m unless requested  
email: [schoolfinancereturns@theeducationpeople.org](mailto:schoolfinancereturns@theeducationpeople.org)

## Closedown documents

**TBC 2027**

- ✓ 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's name.
- ✓ IO6 Ledger code report.
- ✓ Copy of YE debtor/creditor provision schedule – from Kelsi.
- ✓ 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](mailto:schoolfinancereturns@theeducationpeople.org)