

Financial Returns Timetable 2023/24

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:
CATclosedown@kent.gov.uk (03000 421447)

The SFVS should be sent as a Word 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 start with the four digit DfE number (exclude 886) then School name and return type (e.g. 1234 Test School 9 month return)

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 CFR comments is held 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) must be emailed to SES as an attachment
13/10/2023	Six Month Returns Income and Expenditure Report *Reconciliation Report *Unpresented items listing *Bank statement including supporting reconciliation report	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
13/10/2023	Six Month Monitoring	BPS users: CFR Budget monitoring report. The CFR Report MUST be saved as an Excel csv file. (Refer to manuals in 'Help and User guidance' within BPS) Non BPS users: - must complete the Monitoring excel template available via Kelsi (email as attachment).
16/01/2024	Nine Month Monitoring	
16/01/2024	Balance Control Mechanism (BCM)	All schools must complete the Excel form available on Kelsi and email as attachment.
late Feb TBC	Early Returns: For the Chief Accountants Team	All Schools – Contact the Chief Accountants Team (CAT) for all enquiries and refer to Kelsi for return documents and details. Contact details above.
31/03/2024	Schools Financial Value Standard (SFVS)	All schools must email in their completed checklist and outcome declaration (as a word doc) and include their Related Party Transaction doc (nil return req'd) The school must retain a signed copy on file for record. A link to the DfE website for a blank document is available on Kelsi. Please check you are using the most recent copy.
25/03/2024	Closedown Documents:- Income and Expenditure report (excel) KCC Reconciliation report Unpresented items listing Bank statement including supporting reconciliation report I18 Ledger code report Year End Analysis Capital Matrix Additional Supporting information	Full details and guidance will be available via Kelsi early in 2024. Guidance packs are sent out to maintained schools by early March. YE Analysis, Capital Matrix and Additional Info forms will be available on Kelsi once the March Advances are updated.