

THIS EDITION

Thank you to all Kent Schools who submitted their 3 year plans by 31 May 2018. Academies you now have until **30 July 2018** to submit yours!

Budget Monitoring courses are taking place w/c 18 June 2018.

Places are still available, contact the Help Desk on 03000 415 415 for further details.

Also, Kent schools with a **Corporate Card will have new ones issued before the end of September 2018**, look out for further notifications about this next month.

Benchmarking

Schools Financial Services have produced a brand new bespoke benchmarking document which schools can purchase.

The document will compare their school to ones similar to them and provide data in numerical and graphical formats.

To see a preview copy, visit the education people website and search for 'Benchmarking':

www.theeducationpeople.org

or contact the Help Desk on 03000 415 415 or e-mail us:

schoolsfinancialservices@kent.gov.uk

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Finance Information Groups

The Finance Information Groups (FIGs) took place w/c 11 June 2018 and were very well attended and received.

Covered in the agenda were the following:

- **Lease Arrangements in Schools**
- **Customer Survey questions**
- **Early Closedown Feedback**
- **Preparation for Budget Monitoring**

If you missed these or want to review the slides, these can be found on The Education People website.

October FIG dates:

- **15 October 2018, Maidstone**
- **16 October 2018, Hadlow**
- **18 October 2018, Ashford**
- **19 October 2018, Canterbury**

Visit Kent CPD Online to book your place:

www.kentcpdonline.org

AUTUMN TRAINING COURSES

FMS6 Courses

Intro to School Finance*	10 Sept
FMS6 Accounts Receivable	13 Sept
FMS6 Accounts Payable	14 Sept
FMS6 User Defined Reports	11 Oct
FMS6 Healthcheck	17 Oct

*Note: this is a 3 day course, day 1 is listed above

Strategic Finance Courses

Financial Mngt & Controls	10 Oct
Improving Budget Monitoring	1 Nov
Senior Leaders Day 1**	13 Nov
Strategic Fin' Management	16 Nov
Senior Leaders Day 2**	20 Nov
Senior Leaders Day 3**	23 Nov

**Note: these are 3 separate half day courses

BPS Courses

Budget Monitoring***	4 Oct
Introduction to the BPS	5 Oct

***Note: this for academies only

Visit Kent CPD Online for further details and to book your place.

PROCEDURE NOTE OF THE WEEK

See a list of this months entries:

- **Clearing VAT balances (45)**
- **Setting up Recurring Payment Journals (60)**
- **Actual spend to Date (73)**
- **Removing unused codes (63)**

These are available via the Helpdesk to anyone with a Core Financial Support Package. Visit the website to see a full list.

HINTS & TIPS

- **Unable to see a Budget Forecast to monitor** at Cost Centre level against, make sure you have created and saved a **Cost Centre Allocation**
- Any **Capita payroll** customers now need to use a **Macro before performing a Payroll Reconciliation**. See the Help & User Guidance section of the BPS for further details.
- If you get a **yellow hand violation** warning when **inputting your budget on FMS6**. Logging off and on again may clear the memory so you can continue.

If you want to receive regular updates and be the first to know follow us on Twitter  @SFS_Kent