

## THIS EDITION

It's almost time for the June Finance Information Groups (FIG's), there's a new procedure for schools in deficit as well as an exciting opportunity to work with us!

Before that though, remember the 3 year plan submission deadline for Kent Schools is **31 May 2018 (BPS users will need to do a Cost Centre Allocation Check** before they can begin monitoring) and Academies will need to submit their budget forecast return (**BFRO**) by **21 May 2018** for the 2017/18 financial year.

## The Education People



From September 2018, Schools Financial Services will be joining the Education People.

From now, all the content that you would have enjoyed on our website can **now be accessed in the Financial Management** area in the following site:

[www.theeducationpeople.org](http://www.theeducationpeople.org)

If you need to get in touch, you can still contact us via the Help Desk on **03000 415 415** and via e-mail:

[schoolsfinancialservices@kent.gov.uk](mailto:schoolsfinancialservices@kent.gov.uk)

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## Finance Information Groups

The Schools Financial Services Finance Information Groups (FIGs) are taking place next month around the county on the following dates:

- 11 June 2018 (Hadlow)
- 12 June 2018 (Whitstable)
- 13 June 2018 (Maidstone)
- 15 June 2018 (Ashford)

There are also still spaces available on the following Training courses taking place in the Summer Term:

- Senior Leaders 18, 22 & 27 June (Maidstone)
- Strategic Financial Management in Difficult Times - 2 July (Maidstone)

Visit CPD Online to book your place on a course or a FIG:

[www.kentcpdonline.org.uk](http://www.kentcpdonline.org.uk)

or phone the Help Desk on 03000 415 415 for further details

## PROCEDURE NOTE OF THE WEEK

See a list of this months entries:

- **Advance Salary Payments (20)**
- **Clearing VAT balances (45)**
- **Setting up Recurring Payment Journals (60)**
- **Clearing unused codes and funds from system reports (63)**

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

## LICENSED DEFICITS

The Schools Funding Forum recently agreed a change to the Scheme for Financing Schools and the changes to Section 5 of the Financial Controls to incorporate the Licensed Deficit application.

All schools that are currently in deficit or forecasting a deficit in any of the 3 years will have to complete a Licensed Deficit application and send it in with their 3 year budget plan from this year

For further details visit the KELSI website

## CONTRACTS OFFICER VACANCY

An exciting opportunity has become available to be part of Schools Financial Services Team, supporting schools.

For further details and to apply visit the KCC website (**Contracts Officer – 18001397**):

[www.kent.gov.uk/jobs](http://www.kent.gov.uk/jobs)

## HINTS & TIPS

- Want to save your work quickly in **FMS6**? Use the **F9 key** on your keyboard
- Interested in speeding up the time you spend in your bank? If you are a Kent School with a Corporate Bank account you can sign up to **Business Quick Deposit**. Contact the Help Desk on 03000 415 415
- For September incrementing schools on BPS, there is now a procedure note for ensuring that the **minimum wage from April 2018** is applied.
- Having problems working on Internet based software? Contact the Help Desk for a guidance document on **clearing your Cache**

If you want to receive regular updates and be the first to know follow us on Twitter  [@SFS\\_Kent](https://twitter.com/SFS_Kent)