

Financial Returns Timetable 2020/21

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:
CATenquiriesKCC@kent.gov.uk 03000 421447

The SFVS should be sent as an excel 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** quote: the four digit DfE number (exclude 886) School name and return type
 Posted returns will not be accepted

Date	Return type	Information required
31 May each year	3 Year Budget Forecast with supporting comments	<p>BPS users: -The Budget is submitted via BPS - a blank Word template for your comments is available in BPS (Help and User guidance section) , email this as an attachment.</p> <p>Non BPS users: - Must complete the Excel template available via Kelsi (email as attachment).</p>
16/10/2020	<p>Six Month Returns Income and Expenditure Report</p> <p>*Reconciliation Report *Unpresented items listing *Bank statement/s</p>	<p>Non FMS6 users: - must complete the Excel returns templates on Kelsi for Income and Expenditure and Reconciliation reports (email as attachment).</p> <p>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</p> <p>Note: All reports from FMS must be run at the same time</p>
16/10/2020	Six Month Monitoring	<p>BPS users: CFR Budget monitoring report. The CFR Report MUST be saved as an Excel file using the Print XLS Format button. For guidance refer to 'Help and User guidance' within BPS.</p>
15/01/2021	Nine Month Monitoring	<p>Non BPS users: - must complete the Monitoring excel template available via Kelsi (email as attachment).</p>
15/01/2021	Balance Control Mechanism (BCM)	<p>All schools must complete the Excel form available via BPS (Help and User guidance section) or Kelsi and email as attachment.</p>
01/03/2021	Early Returns: For the Chief Accountants Team	<p>All Schools – Contact the Chief Accountants Team for all enquiries and refer to Kelsi for full details. Contact details above.</p>
31/03/2021	Schools Financial Value Standard (SFVS)	<p>All schools must email as an Excel document, both data and questions are mandatory. The school must retain a signed copy. A link to the DfE website for a blank document is available on Kelsi.</p>
23/03/2021	<p>Closedown Documents:- Income and Expenditure report (excel) Reconciliation report Unpresented items listing Bank statement/s Year End Analysis Capital Matrix Additional Supporting information</p>	<p>Full details and guidance will be available via Kelsi early in 2021. Guidance packs are sent out to maintained schools by early March.</p>

BPS users can choose to email documents as an attachment or save **all** their return 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.