

Income & Expenditure return (non SIMS FMS6 users)

Your school's accounting system is the prime record of accounts. This information must be transferred onto KCC's general ledger (ORACLE) which is the Statutory Book of Accounts. The Income & Expenditure return (appendix 3b) is used to facilitate the transfer.

The form is for schools using accounting packages other than SIMS FMS6 and should be used in conjunction with the Reconciliation return and guidance appendices 4a & 4b.

- From KELSIS, School Management, Schools Financial Services, Financial Returns, download and save a blank form (appendix 3b) as an excel spreadsheet in an appropriate directory
- Using your school's accounting system, convert the Income & Expenditure information into CFR code format and complete the form as follows:
- Complete the following information on page 1. This will default to pages 2 and 3
 - School name
 - DfE number (4 digit number)
 - Period – This return is cumulative so the period will always be 'Apr – XXX'

For all sections of the form; enter expenditure as positive and income as negative (leading minus). Pennies MUST be included. Formulas have been included where possible.

Actuals to date:

- Complete each line of the form with the cumulative amounts, up to the period of the return, for each code listed

IMPORTANT NOTE:

The Income & Expenditure totals must reconcile to those on the accompanying Reconciliation return.

- Send the completed form to:

schoolfinancereturns@kent.gov.uk

Keep signed copies of all documents for your records.