## **Schools Financial Services** Academic Year 2022-23

#### Tel: 03301 651 001

## email: schoolsfinancialservices@theeducationpeople.org

September 2022										
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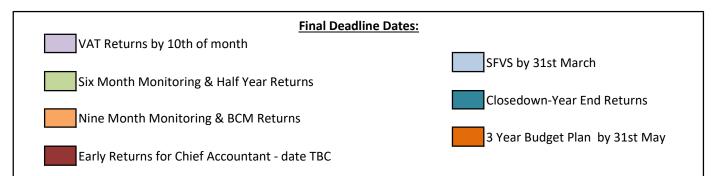
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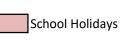
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	July 2023											
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August 2023									
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Bank Holidays



December 2022										
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# **Finance Cycle for Schools**

#### (Any Time of Year)

- Review & Approve FGB and committee structure
- Review & Approve delegation and terms of reference for FGB and committees
- Review any outstanding audit/compliance recommendations
- Review & Approve Business Continuity Plan
- Update Register of Business Interests
- Review & Approve Finance Policy (annual)
- Presentation of Voluntary Fund Audit Certificate to the Governing Body
- Review Governors Allowances Policy
- Review & Approve Governor Self Evaluation
  of Competencies Matrix
- Review & Approve 'Whistle Blowing' Policy
- Review & Approve Lettings Policy
- Review & Approve Fraud policy
- Review of LA Contracts i.e. Finance and Personnel
- Review of Banking Signatories
- Review Staffing Structure
- Review Recruitment processes
- Review of Benchmarking Comparisons
- Review of School Contract Register
- Review & Approve School Asset Register

#### **Spring Action Points (Jan - March)**

- Provisional budget approval (budget received from LA in March)
- Discuss unspent balances
- Review Capability and Appraisals
  Policies
- · Review pay of non-teaching staff
- Review and discuss the schools Nine Month Monitoring and BCM Information submitted to LA after discussions with governors
- Early Returns submition to LA (check wesite for date)
- Review School Financial Value Standard (SFVS) return (return by 31 March)
- Undertake accounting system
  healthcheck
- Prepare for Closedown
- Start Budget Setting

#### Summer Action Points (April - August)

- Set budget and submit to LA after approval from governors by 31 May together with a copy of the Kelsi Template used for budget setting.
- Review the pay of teachers and staff
- Review analysis of year-end budget figures
- Finalise Closedown



### (On a Regular Basis)

- Review and discuss Monthly Budget FGB to review Monitoring on at least six separate occasions per year
- Review School Improvement Plan
- Review Introduction and Outcome Tab on SFVS

## Review Headteacher Performance and Pay

- Review and approve the Pay of Teachers and support staff
- Review and discuss Six Month Monitoring and Half Year Accounts submitted to LA after discussions with governors

Autumn Action Points (Sept - December)

- Review school charging policy e.g. School Trips
- Revise 3 Year Plan to include census numbers
- Census/Pupil Roll
- Approve School Improvement Plan (requires annual approval)
- Review and update the Governor Skills Matrix

