

# Schools Financial Services

## Academic Year 2022-23

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 :@SFS\_Kent

### September 2022

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### October 2022

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### November 2022

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### December 2022

M	T	W	T	F	S	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### January 2023

M	T	W	T	F	S	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### February 2023

M	T	W	T	F	S	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

### March 2023

M	T	W	T	F	S	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### April 2023

M	T	W	T	F	S	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### May 2023

M	T	W	T	F	S	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### June 2023

M	T	W	T	F	S	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		


### July 2023

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30


### August 2023

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### Final Deadline Dates:


 VAT Returns by 10th of month


 Six Month Monitoring & Half Year Returns


 Nine Month Monitoring & BCM Returns

 Early Returns for Chief Accountant - date TBC

 SFVS by 31st March

 Closedown-Year End Returns

 3 Year Budget Plan by 31st May

 School Holidays

 Bank Holidays

# Finance Cycle for Schools

(Any Time of Year)

## 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

## 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 submission to LA (check website for date)
- Review School Financial Value Standard (SFVS) return (return by 31 March)
- Undertake accounting system healthcheck
- Prepare for Closedown
- Start Budget Setting



- 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

( 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

## Autumn Action Points (Sept - December)

- 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
- 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