Reconciliation return (non SIMS FMS6 users)

The Reconciliation return (appendix 4b) is for schools using accounting packages other than SIMS FMS6 and should be used in conjunction with the Income & Expenditure return and guidance appendices 3a & 3b.

- From KELSI, School Management, Schools Financial Services, Financial Returns, download and save a blank Reconciliation return (appendix 4b) as an excel spreadsheet
- Complete the following information

  - 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 cumulative amounts up to the period of the return

NOTE: The Reconciliation totals must reconcile to the figures on the Income & Expenditure return.

**LM Formula Budget fund 01:**
1. Income – codes I01 to I18
2. Rollover b/f from previous year – (Revenue)
3. Expenditure – codes E01 to E32
4. Current position – sum of lines 1 to 3

**Devolved Capital fund 62 or 63:**
5. Income – codes CI01, CI03 & CI04
6. Rollover b/f from previous year – (Capital)
7. Expenditure – codes CE01 to CE04
8. Current position – sum of lines 5 to 7

**Capital LM Budget fund 64 (VA schools only):**
- Complete lines 9 to 11 using the same format as lines 1, 3 and 4

NOTE: The current position for Fund 64 MUST be ZERO

**Other funds:**
- If applicable, complete lines 12 to 15 using the same format as lines 1 to 4
Control codes:
16  Creditor control – value of invoices processed onto the accounting system but not yet paid (usually negative)
17  Debtor control – value of sales invoices processed onto the accounting system but payment not yet received (usually positive)
18  Year end control codes – these should all be zero except at year-end. Creditors and income receipts in advance are usually negative, debtors and prepaid expenditure are usually positive
19  VAT to be reclaimed – Value of VAT paid out that has not yet been reimbursed (usually positive)
20  VAT to be paid over – value of VAT collected that has not yet been paid over (usually negative)
21  Payroll control codes – these could include: Elements of salaries not yet paid to individuals or outside bodies – NI, PAYE, TP, Superannuation (if using your own payroll system) Union dues or Gift Aid (if using WISPAY) Amounts not yet charged to the school but due to be paid (usually negative)
22  Loan balance – outstanding balance of KCC loan (negative)
23-24 These lines can be used for any other control codes you may use
25  Control codes total – sum of lines 16 to 24
26  Cash book total – sum of lines 4, 8, 11, 15 and 25. This total must be equal and opposite line 31

Manual reconciliation:
27  Bank account statement balances – balance for each bank account relevant to the above reconciliation. Each bank account balance MUST be supported by a copy of the relevant sheet/s showing the stated position on the account/s
28  Petty cash balance (if applicable) – petty cash held (positive)
29  Less unpresented cheques – This MUST be supported by a copy of the document listing the entries making up this balance (negative)
30  Plus unpresented income – This MUST be supported by a copy of the document listing the entries making up this balance (positive)
31  Bank and petty cash – sum of lines 27 to 30 (also see line 26 above)

Authorisation:
• The Headteacher should sign and date the completed, printed form
• Send a copy of the form with scanned copies of all supporting documentation to:

schoolfinancereturns@kent.gov.uk

Keep signed copies of all documents for your records.