

Schools Financial Services

Academic Year 2023-24



Tel: 03301 651 001

email: schoolsfinancialservices@theeducationpeople.org

September 2023

| M | T | W | T | F | S | S |
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| 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 2023

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November 2023

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December 2023

| M | T | W | T | F | S | S |
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January 2024

| M | T | W | T | F | S | S |
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February 2024

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March 2024

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April 2024

| M | T | W | T | F | S | S |
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May 2024

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

June 2024

| M | T | W | T | F | S | S |
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July 2024

| M | T | W | T | F | S | S |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

August 2024

| M | T | W | T | F | S | S |
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| 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 TBC for 2024

3 Year Budget Plan by 31st May

School Holidays

Bank Holidays

Finance Cycle for Schools

(Any Time of Year)

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

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



- 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 Anti-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