Schools Finance (Academies)

VARIANCE REPORTING AND FUTURE YEAR BUDGET PLANNING

Service Level Agreement 2017/18
Introduction from Service Lead

Dear Headteacher, Chair of Governors and School Business Manager

Welcome to the Service Schedule for the Schools Finance Team, which contains all of the information you will need about our service.

We look forward to working with you.

Alison Jenks
Schools Finance Team Leader (Acting)

Description of our service

Schools Finance support services are available in three plans as follows with add on options as required (see appendix 2 and 3) Bespoke services can be offered subject to availability, please enquire.

- Bronze (available to LA maintained schools only)
- Silver (for LA maintained or academies)
- Gold (for LA maintained or academies)

Individual responsibilities of our staff

<table>
<thead>
<tr>
<th>Roles</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Alison Jenks</td>
<td>• Responsible for the management of Schools Finance Team</td>
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<tr>
<td>Schools Finance Team Leader</td>
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<tr>
<td>Named Schools Finance Officer</td>
<td>• Responsible for the support and guidance of individual schools finances in line with the service level that they have selected.</td>
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Our obligations and requirements

(subject to buyback level see appendix 2 and 3)

What we will do for you:

<table>
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<tr>
<th>Ref.</th>
<th>Description</th>
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| P1   | Support initial set up of suppliers and update in line with accounting software requirements  
Advice and support in the set up and on-going maintenance of the chart of accounts coding structure  
Attend school accounting software initial and on-going training sessions  
Telephone Helpline  
Prepare academic year salary forecast for budgeting  
Salary spreadsheet with formulae available on request annually  
Annual budgeting site visit with Business Manager  
Prepare commitment statement with multiple updates  
Prepare budget plan  
Prepare future year financial budgets on request  
Preparation of monthly payroll journal  
Input of monthly payroll journal  
Input of journals and budget virements as directed  
Monthly monitoring of actual salaries against budget  
Bespoke monitoring reports as required such as EFA annual staffing return  
Remote Access support (Bomgar)  
Support closedown of accounts as directed  
Assist with gathering data requested by the school’s accountants in order for them to be able to prepare and verify the statutory accounts (through on-site working over 1 ½ days per year)  
Benchmarking/sharing best practice on request  
Input of budgets as directed  
Update suppliers database in line with accounting software requirements |
## What we require from you...

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<tr>
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<tr>
<td>C1</td>
<td>Arrange annual meeting between Headteacher and Schools’ Finance Officer</td>
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<td>C2</td>
<td>Considering the needs of the School Development Plan, finalise the current and subsequent (where appropriate) year’s budget plans.</td>
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</table>
| C3   | Meeting between Headteacher and appropriate financial support to discuss:-  
  • Actual Year End Carry forward  
  • Finalising of the Budget Plan  
  • Future NOR |
| C4   | Keep all financial records up to date (e.g. governors’ minutes in relation to financial issues) |
| C5   | Advise Schools’ Finance Officer of the following, to assist with budget setting and monitoring:  
  • Staffing changes and number of supply days required.  
  • Budget variations  
  • One-off changes  
  • Multi year changes |
| C6   | Send copy of Finance Committee minutes to Schools’ Finance Officer and Finance Governors |

### Days/times during which Services are to be available

| Monday – Friday | 9am – 5pm |
Contact information

<table>
<thead>
<tr>
<th>For more information</th>
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<tbody>
<tr>
<td><strong>Contact name</strong></td>
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<tr>
<td><strong>Role</strong></td>
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<tr>
<td><strong>Telephone</strong></td>
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<td><strong>Email</strong></td>
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Charging and enquiries

For details on the various packages available for this service, including pay-as-you use options, or if you have any queries or issues regarding your service arrangements please contact us on the above contact details.

Additional Services

Additional services (pay as you go) will be billed at point of delivery. See Appendix 2 & 3 for Schedule of Charges.