

SCHOOLS' FINANCE TEAM SERVICE LEVEL AGREEMENT USING 'SAMIS' ACCOUNTING SYSTEM – YEAR – 2019/20
SUMMARY OF MAIN ASPECTS OF FINANCE PROVISION FOR SCHOOLS

Financial Advice & Guidance	Bronze	Silver	Gold
Access to a named Finance Officer as well as back-up as needed from a dedicated Team of Finance Officers	✓	✓	✓
Access to Telephone and Email Helpline (unlimited)	✓	✓	✓
Remote Access support via Bomgar software			✓
Advice & Guidance on your current financial position		✓	✓
On site visits to discuss financial position with Head teacher/Bursar		✓3 visits	✓3 visits
Communication with Finance governors during finance committee meeting as directed by head. This can be substituted with second termly monitoring meeting			✓ Max 1.5 hr per finance committee meeting
Additional termly financial health check and alert service			✓
Ensure that SAMIS accounting entries are within Consistent Financial Reporting regulations via exception reporting		✓	✓
Finance updates available via Shropshire Learning Gateway and Weekly Email to schools	✓	✓	✓
Financial Inputting (subject to appropriate authorisation)	Bronze	Silver	Gold
Input initial budget data into SAMIS (including initial department budgets)	✓ on request (provided in excel in CFR format)	✓	✓
Annually set up suite of monitoring reports		✓	✓
Input journal transfers for Recharges to other schools and Shropshire Council establishments linked to SAMIS	✓ on request (provided in standard recharge format) limited	✓ on request unlimited	✓ on request unlimited
Input in year Budget Variations		✓ on request unlimited	✓ proactively and on request unlimited

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Support and input corrections and journal transfers within own schools' accounts		✓ on request unlimited	✓proactively and on request unlimited
Financial Inputting (subject to appropriate authorisation)	Bronze	Silver	Gold
Proactively consider and notify school of suggested journals and budget variations to ensure financial reporting is consistent with schools reporting requirements and planning			✓
Year-end accounting adjustments (accruals & prepayments) Including dealing with other grant funded activities which need to be accounted for separately to the school revenue budget such as extended school provision	✓ on request without support	✓on request	✓proactive and on request
Dealing with internal Investment of planned surplus schools' balances. Please send your Letter of Intention to Invest by 30th September for investment from the following 1st April	✓	✓	✓
Financial Reporting	Bronze	Silver	Gold
Provision of Staffing Budget Planner – prepared and integrated with HR system offering live data plus ability to create scenarios and costings. The Staffing Budget Planner and Guidance Notes may be emailed to those schools requesting it.		✓ Available once annually on request with user training cost of £80	✓ Available once annually on request with free user training
Termly monitoring and projection reports produced		✓Autumn & Spring	✓Autumn & Spring
Prepare and email reports in advance of meetings (subject to sufficient time being given)		✓ on request	✓ on request
Preparation and presentation of required Finance Committee reports			✓
Monitor salaries and highlight variations to budget		✓	✓
Access to Pie Charts with your school's projected current year expenditure and income enabling comparison		Can be purchased as add on - £40 per termly projection	✓ On request

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Access to Multiple Year Variance Report – compares previous year outturn against projected current year and future years with % and £ variations with tolerance indicators to support senior management decisions and planning		Can be purchased as add-on	✓ Available on request
Financial Reporting	Bronze	Silver	Gold
Provision of costings, scenarios or detailed analysis reports from SAMIS		✓ costings only	✓
Preparation of school budget plan		✓	✓
Prepare future year budget forecast		Pay as you go if required	✓ unlimited scenarios
Year-end financial statement		✓ without comments	✓ with comments
Submission of Consistent Financial Reporting data to Department for Education		✓	✓
Provision of annually updated SAMIS download template and General Ledger training manual on the Learning Gateway	✓	✓	✓
Termly review/balance of up to two additional cost centres, for example Pupil Premium /Sports Grant. If separate monitoring, projection and/or budgeting is required for additional cost centres such as a Nursery please see separate 'Finance Nursery Service Level Agreement.' If other budgeting and monitoring support is required separate from the school please request a bespoke costing from your schools finance officer.		✓ balance only	✓ review and balance
Download Benchmarking information and general interpretation of charts arising from Consistent Financial Reporting return to DFE		Pay as you go if required	✓ on request
Finance Training	Bronze	Silver	Gold
Finance administration training for new head teachers/school business managers/administrators to cover the schools finance team SLA, budget monitoring and finance administration overview, SAMIS general ledger and monthly download training		✓ up to ½ day	✓ up to ½ day

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Finance Training	Bronze	Silver	Gold
Refresher finance administration training for existing head teachers/school business managers/administrators to cover the schools finance team SLA, budget monitoring and finance administration overview, SAMIS general ledger and monthly download training		✓on request subject to bespoke charge	✓on request subject to bespoke charge with 10% discount
Finance management training presentation for governors, deputy head teacher or aspiring leader		✓on request subject to bespoke charge	✓on request subject to bespoke charge with 10% discount

We can also offer a bespoke package if the standard packages above do not meet your requirements. The price will depend upon the services required. Optional Extras available:

Nursery budgeting, monitoring and forecasting – see separate Service Level Agreement - appendix 1b (available at Gold & Silver service levels)	Less than 20 nursery places – £400 per year From 20 to 40 nursery places - £700 per year From 40 to 100 nursery places - £1000 per year over 100 nursery places - £1,300 per year
Monthly budget & transaction SAMIS download report – This report will be downloaded and emailed to your school within 6 working days of the period end enabling schools to regularly monitor budget expenditure and maintain records and controls in line with Audit requirements. This report is also available for schools to download themselves (available at any service level)	£264 per year
Monthly SAMIS Department report - This report will be emailed to your school within 6 working days of the period end enabling you to monitor budgets and expenditure on individual department cost centres. This report is only available via the Schools Finance Team (available at any service level)	£396 per year
Termly Pie Charts (included at Gold, available at Silver as add-on)	£117 per year
Other bespoke finance training	£40 per hour

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Additional on-site visits	£40 per hour or £200 per day
Other: e.g. Pie Charts enabling comparison, Variance Reporting, Tailored Financial analysis reports, multi-year budget forecast, monitoring additional cost centres	Based on £40 per hour

The following may be used as a working document if the school requires.

SUMMER TERM

Level of Service

Timescale	Process	Responsibility	School Finance Officer Action	Level of Service			Completed by	Date	Annotations
				Bronze	Silver	Gold			
April	Arrange termly meeting between Head teacher and Schools' Finance Officer	Head teacher/ Schools' Finance Officer	Ensure suitable meeting date arranged		✓	✓			Date:
April	Arrange termly Finance Committee/second monitoring meeting	Head teacher and Finance Governors	Ensure suitable meeting date arranged and attend if required			✓			Date:
April	Assist with closedown.	School (Head/Admin/ Bursar as appropriate)	Assistance with the calculation and processing of requested accruals		✓	✓			
April	Dealing with other grant funded activities which need to be accounted for separately to the school revenue budget: <ul style="list-style-type: none"> • Extended school provision • Other grant Income (such as UIFSM or Sports Grant) 	School (Head/Admin/ Bursar as appropriate)	Any involvement beyond following school instruction on journal transfers and closedown procedures to ensure nil balances at the end of the year		✓	✓			Amount £ Amount £

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April - May	Considering the needs of the School Development Plan, finalise the current and subsequent (where appropriate) year's budget plans	Head teacher	None														
Timescale	Process	Responsibility	School Finance Officer Action	Bronze	Silver	Gold	Completed by	Date	Annotations								
April –June	Meeting between Head teacher and appropriate financial support to discuss:- <ul style="list-style-type: none"> Actual Year End Carry forward Finalising of the Budget Plan Future NOR Sign off Year end statement 	Head teacher	Attendance at a meeting with the Head teacher/ Bursar lasting up to half a day Discuss Future Year Funding and implications		✓	✓			<table border="1"> <tr> <td>Year</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NOR</td> <td></td> <td></td> <td></td> </tr> </table>	Year				NOR			
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May - June	Advise Schools' Finance Officer of the following, to assist with budget setting and monitoring: <ul style="list-style-type: none"> Staffing changes and number of supply days required. Budget variations One-off changes Future year changes 	School (Head/Admin/ Bursar as appropriate)	None		✓	✓			Note: This relates to financial information only. Human Resources team separately require the standard official staffing forms, duly authorised, to implement employee contract changes.								
May - June	Finance committee meeting to present financial information	Head teacher and Governing Body	Attendance at a Finance Governors' Committee meetings.			✓											

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Timescale	Process	Responsibility	School Finance Officer Action	Bronze	Silver	Gold	Completed by	Date	Annotations
May – June	Provide copy of Finance Committee minutes to Schools' Finance Officer and Finance Governors	Head teacher/ Chair of Finance	Ensure copy of minutes received to confirm action point requirements			✓			Date received:
May - June	Prepare full budget plan to be presented to the full Governing Body	Head teacher	Ensure all revisions are completed and send budget plan		✓	✓			
May - July	Produce future year estimated expenditure and income budgets	Head teacher/ Schools' Formula Funding Officer/Schools' Finance Officer	Produce future year estimated expenditure commitment statements, consistent with future year budget share estimates provided			✓			.
June	Full Governing Body meeting at which the relevant Committee should report and secure full approval of the budget plan	Head teacher and Governing Body	None						Return to the Local Authority an authorised and signed Budget plan by 30th June. Date received:
July – Aug	Monitoring of current year budget	Head teacher	Check current expenditure to budget plan and investigate significant variations			✓			

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AUTUMN TERM

Level of Service

Timescale	Process	Responsibility	School Finance Officer Action	Bronze	Silver	Gold	Completed by	Date	Annotations
September	Arrange termly meeting between Head teacher and Schools' Finance Officer	Head teacher/ Schools' Finance Officer	Ensure suitable meeting date arranged		✓	✓			Date:
September	Arrange termly Finance Committee/second monitoring meeting	Head teacher and Finance Governors	Ensure suitable meeting date arranged and attend if required			✓			Date:
October - November	Advise Schools' Finance Officer of the following, to assist with budget setting and monitoring: <ul style="list-style-type: none"> • Staffing changes and number of supply days required • Budget variations • One-off changes • Multi-year changes 	School (Head/Admin/ Bursar as appropriate)	None		✓	✓			Note: This relates to financial information only. Human Resources team separately require the standard official staffing forms, duly authorised, to implement employee contract changes.
October/ November	Monitoring process based on actual year to date expenditure / income, and on information received by the school (via telephone, e-mail and / or meeting)	Schools' Finance Officer/ Bursar/ Administrator as appropriate	Prepare financial and monitoring information for meeting		✓	✓			

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Timescale	Process	Responsibility	School Finance Officer Action	Bronze	Silver	Gold	Completed by	Date	Annotations								
October/ November	Meeting between Head teacher and appropriate financial support to discuss:- <ul style="list-style-type: none"> • Current financial position • Budget variations required • Future NOR 	Head teacher	Attendance at a meeting with the Head teacher/ Bursar lasting up to half a day Completion of budget variations as agreed by the Head/Governors Produce/ update the Monitoring Statement as per the decisions agreed at the above meeting. Discuss future year funding information provided by the Schools' Formula Funding Officer		✓ ✓ ✓ ✓	✓ ✓ ✓ ✓			<p>Budget variations should be authorised by the appropriate person or committee within agreed limits</p> <p>Only 1 statement will be produced within the SLA. Further statements can be produced at an additional charge.</p> <table border="1" data-bbox="1868 1054 2190 1121"> <tr> <td>Year</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NOR</td> <td></td> <td></td> <td></td> </tr> </table>	Year				NOR			
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October/ November	Finance committee meeting to present financial information	Head teacher and Governing Body	Attendance at a Finance Committee meeting. Discuss future year funding information provided by the Schools' Formula Funding Officer			✓ ✓			
November/ December	Monitoring of current year budget	Head teacher	Check current expenditure to budget plan and investigate significant variation			✓			
November/ December	Benchmarking of financial information	Head teacher and Governing Body	Download standard charts from DFE website and identify significant variations, ready for presentation at Finance Governors' meetings – on request			✓			

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SPRING TERM

Level of Service

Timescale	Process	Responsibility	School Finance Officer Action	Bronze	Silver	Gold	Completed by	Date	Annotations
January	Arrange termly meeting between Head teacher and Schools' Finance Officer	Head teacher/ Schools' Finance Officer	Ensure suitable meeting date arranged		✓	✓			Date:
January	Arrange termly Finance Committee/second monitoring meeting	Head teacher and Finance Governors	Ensure suitable meeting date arranged and attend if required			✓			Date:
January	Remind school that their Schools Financial Value Standard (SFVS) must be completed and submitted by the end of March	Head teacher and Finance Governors	None			✓			
January/ February	Prepare salary forecasts for next financial year (if not completed in December)	Schools' Finance Officer	Upload HR system (Resource Link) salary information into latest Staffing Budget Planner, for discussion at monitoring/budget meetings, and ready for input to commitment statements. Project staffing forward based on January payroll		✓	✓			

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January/February	Monitoring process based on actual year to date expenditure / income, and on information received by the school (via telephone, e-mail and / or meeting)	Schools' Finance Officer/ Bursar/ Administrator as appropriate	Prepare financial and monitoring information for meeting		✓	✓			
January-March	Advise Schools' Finance Officer of the following, to assist with budget setting and monitoring: <ul style="list-style-type: none"> Staffing changes and number of supply days required Budget variations One-off changes Multi-year changes 	School (Head/Admin/ Bursar as appropriate)	None		✓	✓			Note: This relates to financial information only. Human Resources team separately require the standard official staffing forms, duly authorised, to implement employee contract changes.
January - March	Prepare an Indicative Commitment Statement for the next financial year based upon information provided by the Head teacher at meeting		Prepare a Commitment Statement and update whenever necessary.		✓	✓			

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January – March	Meeting between Head teacher and appropriate financial support to discuss:- <ul style="list-style-type: none"> • Current financial position • Future implications • Budget variations • New year budget setting 	Head teacher	Attendance at a meeting with the Head teacher/ Bursar lasting up to half a day Completion of Budget variations as agreed by the Head/Governors Produce/ Update the Monitoring Statement as per the decisions agreed at the above meeting		✓	✓			Budget variations should be authorised by the appropriate person or committee within agreed limits Only 1 statement will be produced within the SLA. Further statements can be produced at an additional charge
End of January	Finalised budget income notification from the Local Authority	Schools' Formula Funding Officer	None	✓	✓	✓			
Jan - March	Finance committee meeting to present financial information	Head teacher and Governing Body	Attendance at a Finance Committee meeting Discuss multi-year funding information provided by the Schools' Formula Funding Officer Benchmarking financial information if not reported during the autumn term on request			✓			
March	Monitoring of current year budget	Head teacher	Check current expenditure to budget plan and investigate significant variations			✓			