

SCHOOLS' FINANCE TEAM SERVICE LEVEL AGREEMENT USING 'SAMIS' ACCOUNTING SYSTEM – YEAR – 2019/20
NURSERY PROVISION OPTIONAL ADD ON SUMMARY FOR SCHOOLS BUYING MAIN SCHOOL SLA

Financial Advice & Guidance	Bronze	Silver	Gold
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		✓	✓
Financial Inputting (subject to appropriate authorisation)	Bronze	Silver	Gold
Input initial budget data into SAMIS	✓ on request	✓ on request	✓ on request
Input in year Budget Variations		✓ on request unlimited	✓ proactively and on request unlimited
Support and input corrections and journal transfers within own schools' accounts		✓ on request unlimited	✓ proactively and on request unlimited
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)	✓ on request	✓ on request	✓ proactive and on request
Financial Reporting	Bronze	Silver	Gold
Termly monitoring and projection reports produced		✓ Autumn & Spring	✓ Autumn & Spring
Preparation and presentation of required Finance Committee reports			✓
Monitor salaries and highlight variations to budget		✓	✓
Financial Reporting	Bronze	Silver	Gold
Provision of costings, scenarios or detailed analysis reports from SAMIS		✓ costings only	✓
Preparation of budget plan		✓	✓
Year-end financial statement		✓ without comments	✓ with comments