

COVID-19

Schools Financial Services are working a reduced Help Desk during the COVID-19 pandemic. Our Help Desk number [03000 415 415](tel:03000415415), is still available for calls but please be patient if we are not able to answer immediately.

If you would prefer, please e-mail us and we will get back to you as soon as we can.

We hope you are all safe and well during this difficult time and will communicate where appropriate via e-mail and BPS notifications during this period.

Schools should regularly look at the Covid-19 updates on www.kelsi.org.uk for information on operating during the period of lockdown, this information is locatable under: News and Events - News - Coronavirus

Updated Pupil Premium Allocations for 2019 to 2020

The ESFA have updated the published pupil premium allocations for 2019 to 2020 to reflect quarter 4 payments. click the link to find out more:
<https://www.gov.uk>

Kent Scheme Pay Award

The new Kent Scheme Pay Award which takes effect as of the [1 April 2020](#), has been published on the KELSI website

This can be found at:
<https://www.kelsi.org.uk/news-and-events/news/primary/annual-kent-scheme-pay-award>

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Important Deadlines

We would like to take this opportunity to thank all those who have submitted their Closedown Information by [24 March 2020](#) or before.

This is even more appreciated due to the difficult times we find ourselves in.

Don't forget there are still some important deadlines due this month:

Schools Financial Value Standard

Submit your schools SFVS by [31 March 2020](#) to sfvs@theeducationpeople.org

All returns need to be submitted to sfsreturns@theeducationpeople.org

SCHOOLS FINANCIAL SERVICES

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Consistent Financial Reporting (CFR) framework 2020 to 2021

The government consistent financial reporting framework for 2020 to 2021 has now been published. This guidance helps schools collect information about their income and expenditure.

The CFR framework provides a template for schools to collect information about their income and expenditure by financial years.

The CFR framework applies to maintained schools and pupil referral units. It's optional for nurseries and non-maintained special schools.

This can be found at:

<https://www.gov.uk/guidance/consistent-financial-reporting-framework-2020-to-2021>

FSM Advice

- Vouchers are not required for UIFSM Pupils. Only FSM pupils should be given vouchers for meals
- The expectation is for schools to continue to provide free school meals if the school is closed temporarily - although the guidance does not specify Easter Holidays

For further advice surrounding FSM please use the following

link: <https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools> this site gets updated regularly and will answer the majority of questions surrounding FSM.

Free School Meal Vouchers

Any Kent Maintained school needing to purchase Free School Meal vouchers can do so using their Corporate Cards but may need to increase their monthly and single transaction limits to do so.

Please download the changes form from www.kelsi.org.uk and e-mail to:

schoolsfinancialservices@theeducationpeople.org

Schools who have increased their limits should also review their finance policy and make any necessary amendments.

If any school has queries regarding Free School Meal (FSM) Vouchers, please visit:

www.gov.uk/government/publications/covid-19-free-school-meal-guidance

This page is getting updated regularly so any queries you may have will most likely have been addressed here.

Scam E-Mails

We ask that all schools be vigilant when it comes to Scam e-mails as schools are being targeted especially when purchasing Free School Meal vouchers.

SCHOOLS FINANCIAL SERVICES

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Budget Setting 2020-21

All users of the Budget Planning Software (BPS) will shortly see a new release applied to their sites. Version 12 has additional functionality that will help with updating employees from April 2020.

Release notes will be added to the Help & User Guidance shortly.

The Next Year menu of the sites, which enables 2020-21 budget setting will be open shortly. The pay information in the background will need to be updated by SFS once the menu is open, please DO NOT update any employee information during this time. A notification will be added to the BPS home screen to advise users once this has been completed.

Saving Employee Reports 2019-20

A Term Time Only formula will be applied non-teaching job roles in the BPS for schools and academies from [1 April 2020](#).

Please download and save any employee reports from 19-20 prior to this date as this will alter the calculation of the paid weeks in the BPS after this date.

Details of how to apply this calculation will be included in the BPS Budget Setting Guidance available shortly.

Please save your 2019-20 Employee Reports before the end of the day on 31 March 2020

BCM - Classcare Rebate for previous years

To clarify that any Classcare rebate that relates to previous years will be allowed as an allowable exception to the BCM limit under late Allocation.

NatWest Paying In Books

NatWest have issued schools with new paying in books with a change to the design of the credit slips.

Letters were sent out in [February 2020](#) regarding this and schools should begin using these straight away

Employee Start Dates

When using BPS to setup or amend employees, please can you ensure the start date is completed in the following format: 01/01/1998.

the reason for this is that if you shorten the year eg. 98 instead of 1998 the year will default 2098, this can easily be missed causing issues with budgeting and monitoring, as well as employee pay.

ESFA High Needs Update

The ESFA have updated the [high needs: allocated place numbers](#) for 2019 to 2020 for academies, visit the [gov.uk](#) website for further details

Remember if you want to know when the Newsletter is available each month, subscribe via The Education People website.