

THIS EDITION

Budget planning for schools and academies for 2018/19 has now begun and we have a number of exciting training courses and guidance notes available to help you.

Schools should be able to perform the **first payroll reconciliation** of 18/19 financial year at the end of the Month and there is guidance available to help you..

Also, it is **Early Years headcount** week commencing **23 April 2018**, so don't forget to include these in your funding calculations.

BANKLINE WEBINAR



NatWest are setting up **free webinars** to demonstrate to Kent Schools the advantages of using Bankline for online banking.

These are taking place on 7th June at 2pm and 8th June at 10am & 2pm.

If you are interested, please e-mail schoolsfinancialservices@kent.gov.uk for further details as well as to book your place.

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CFR Guide 2018/19



Consistent financial reporting framework: 2018 to 2019

For Kent and Medway Schools, the new **18/19 Consistent Financial Reporting (CFR)** guidance is now online.

All Private Finance Initiative (PFI) schools will now need to record their expenditure against E28b if it relates to their PFI agreement.

All other E28 expenditure (and for any Kent schools who are not subject to a PFI agreement) should continue to be coded to the E28 code as normal.

There is no need to set up a new E28a code on your accounting system or financial planning tool.

PROCEDURE NOTE OF THE WEEK

See a list of this months entries:

- **Transfer of Deficit Rollovers (7)**
- **Corporate Card Cards (6)**
- **Capital Loans (13)**
- **Hiding Cost Centres & Ledger Code combinations (81)**

These are available via the Helpdesk to anyone with a Core Financial Support Package. Visit the website to see a full list.

BUDGET MONITORING

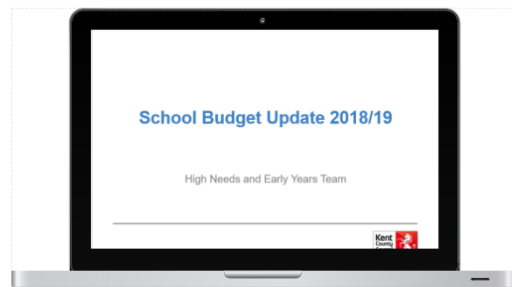
Although schools would not have submitted their 18/19 budgets yet, **don't forget you will need to check your payroll and funding income for April 2018**.

The **2018/19 Budget Monitoring Guidance** for Budget Planning Software (BPS) users is available within the Help & User Guidance section.

Don't forget to **book your place** on the **Budget Monitoring courses** taking place in **June 2018**.

Visit CPD Online or contact us on 03000 415 415 for further information

FUNDING UPDATE VIDEOS



Missed the Funding update provided at the **recent Budget Setting courses** or just need a refresher?

The slides, as well as videos, explaining the funding for changes 2018/19 are **now available on the Education People website**.

HINTS & TIPS

- Want to save your work quickly in **FMS6**? Use the **F9 key** on your keyboard
- **Need to update your Employee Scenario on BPS** with the changes to the Kent Range from April 18? **Don't forget you need to go into the line before 1 April 2018** (e.g. 01/04/17, 01/09/17, 01/01/18 etc) and **click 'Update'** in order to recalculate their salary
- Need to know **where you purchased a particular item** from on FMS6? Use the Search function in the Tools - Find AP Transactions menu

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