

SCHOOLS FINANCIAL SERVICES

TRAINING BROCHURE

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WHO SHOULD ATTEND?

Schools Financial Services

	Maintained Schools	Academies	Finance Staff	Headteachers	Governors	School Leadership Team
Strategic Financial Management in Difficult Times	●		●	●	●	
Embedding Finance in the School Improvement Plan	●	●	●	●	●	
Improving the Quality of Schools budget Monitoring	●	●	●	●	●	
Financial Management & controls (Including FMS6 updates)	●		●			
Senior Leaders: Understanding School Finance 3 Day event	●	●				●
Headteachers Introduction to School Finance	●			●		
Introduction to the Budget Planning Software (BPS)	●	●	●			
Budget Monitoring for Beginners	●	●	●			
Budget Setting for Schools with Workshop	●	●	●			
Introduction to School Finance Days 1 & 2	●		●			
Introduction to School Finance Days 1-3	●		●			
FMS6 Accounts Payable	●		●			
FMS6 Accounts Receivable	●		●			
FMS6 Healthcheck	●		●			
FMS6 User Defined Reports	●		●			
FMS6 Closedown for Beginners	●		●			
FMS6 Closedown	●		●			
Understanding Academy Finance		●	●			●
School Finance—The Role of the Governor	●				●	
Academy Finance—The Role of the Governor		●			●	
Governing Body Training	●				●	
Schools Corporate Cards—What, Why and How	●		●	●	●	
Schools Financial Value Standard (SFVS)	●		●	●	●	
Financial Controls and the Scheme for Financing Schools	●		●	●	●	
Financial Controls—Compliance	●		●	●	●	
Schools VAT	●		●	●	●	
Capital Funding for Schools	●		●	●	●	
Financial Controls—Fraud Prevention	●		●	●	●	
BACS (Online Payments to Suppliers)	●		●			

INTRODUCTION

Schools Financial Services (SFS) offer a wide range of training solutions to meet your financial management needs with the main aim of ensuring that schools are financially well managed.

Training is available for school staff and governors in Kent and Medway schools as well as academies covering areas such as Introduction to Finance, Budget Monitoring, FMS6, Senior Leaders and many more.

Training on the Budget Planning Software (BPS) is included as part of the Core Financial Support Package.

A selection of regular training courses are provided free of charge for Kent Maintained schools. Many of these courses are also available for academies at an additional charge.

Bespoke training, face to face or remote, for either schools or academies can be tailored to provide expert knowledge and guidance on either a one to one or small group basis. Please contact SFS for further information.

Also available is our e-learning programme that may provide training at a convenient time to suit you.

Administration fees, cancellation fees and terms do apply to all schools. Charges may apply for some training programmes for non-KCC schools and academies.

All of our training courses can be booked via CPD Online.

Please see the website www.theeducationpeople.org for full details, terms and conditions and price list.

STRATEGIC FINANCIAL MANAGEMENT IN DIFFICULT TIMES

Suitable for maintained
schools

Who should attend

- Headteachers, Finance Staff and Governors

Duration

- Half Day

Description

This course looks at the processes and decision making strategies that may be required by a school when facing financial difficulties.

Delegates will work through a case study, using a number of financial management tools, to find ways to address a particular challenging financial position.

Those attending will be provided with strategies for gathering information, taking the necessary steps and balancing this with the costed School Improvement Plan and the school's staffing policy.

For further information and to book your place visit: www.theeducationpeople.org

Strategic Finance

Suitable for maintained schools and academies

Strategic Finance

EMBEDDING FINANCE IN THE SCHOOL IMPROVEMENT PLAN

Who should attend

- Headteachers, Finance Staff and Governors

Duration

- Half Day

Description

Learn skills and techniques using practical and theory based exercises to create and develop a School Improvement Plan clearly in cost terms.

Delegates will understand the need to create strong links between the School Improvement Plan and a Three Year Budget Plan, including the importance of finance in the delivery of the school's objectives.

Those attending will be provided with strategies for identifying, prioritising and costing improvement priorities and the importance of value for money when making decisions on spending.

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IMPROVING THE QUALITY OF SCHOOLS BUDGET MONITORING

Suitable for maintained
schools and academies

Strategic Finance

Who should attend

- Headteachers, Finance Staff and Governors

Duration

- Half Day

Description

A theory based course on the activities required to improve the communication and effectiveness of budget monitoring in schools and academies.

Practical activities will cover the roles and responsibilities of monitoring as well as when and where information needs to be reviewed to provide an accurate forecast of income and expenditure.

Delegates will be able to recognise the links between the budget and ongoing delivery plans including changes to staffing structure and challenging the information presented on monitoring reports.

Note: This is a theory based course and does not provide training on the Budget Planning Software (BPS).

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Suitable for maintained schools

Strategic Finance

FINANCIAL MANAGEMENT & CONTROLS (INCLUDING FMS6 UPDATES)

Who should attend

- Finance Staff

Duration

- Full Day

Description

This course will enable delegates to update their knowledge of financial management and controls in accordance with the Scheme for Financing Schools and KCC's Financial Controls.

This session will include presentations by guest speakers covering the following areas:

- Fraud
- Purchasing and Leasing
- Compliance

The session will also include any updates on the latest FMS6 upgrade.

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SENIOR LEADERS: UNDERSTANDING SCHOOL FINANCE

Suitable for maintained
schools and academies

Who should attend

- School Leadership Team (SLT)

Duration

- Three x Half Days

Description

Develop strategic financial leadership skills using practical and theory based exercises using real school situations on the following topics:

- Financial leadership, management and accountability
- Budget planning and procurement
- Budget monitoring, benchmarking and fraud prevention

Delegates will be given guidance on how to interpret financial information and appreciate the links to self-evaluation to ensure that a school is financially well managed.

For further information and to book your place visit: www.theeducationpeople.org

Strategic Finance

Suitable for maintained schools

Strategic Finance

NEW

HEADTEACHERS INTRODUCTION TO SCHOOL FINANCE

Who should attend

- Headteachers

Duration

- Half Day

Description

This course is for Kent Maintained schools only.

The course is aimed at newly appointed headteachers or for those requiring a refresher on the processes and procedures that schools must follow.

This session will include practical exercises to demonstrate the importance of following the correct procedures and processes including:

- Financial Controls and School Finance Policy
- Separation of Duties
- Salary Payments
- School Bank Accounts and Corporate Cards
- Financial Reports
- Budgetary Controls
- Payment of Goods and Services
- Headteacher Authorisation of Financial Documents

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INTRODUCTION TO THE BUDGET PLANNING SOFTWARE (BPS)

Suitable for maintained
schools and academies

Who should attend

- Finance Staff

Duration

- Full Day

Description

An introduction to Budget Planning Software (BPS) for Kent and Medway schools as well as academies.

This course is designed for new users who have not previously used the BPS system.

- Delegates will be able to understand how BPS works
- Delegates will be aware of how to amend information in BPS and run reports
- Delegates will be aware of how to use BPS to create a Three Year Budget Plan and how to monitor against this

Those attending will have the opportunity to work on a number of exercises and to practice on live data for their school.

For further information and to book your place visit: www.theeducationpeople.org

Budget Planning Software

Suitable for maintained schools and academies

Budget Planning Software

BUDGET MONITORING FOR BEGINNERS

Who should attend

- Finance Staff

Duration

- Full Day

Description

A Budget Planning Software (BPS) course for Kent and Medway schools and academies covering:

- The Payroll Reconciliation function to validate payroll costs on a monthly basis
- How to import data from an accounting package to create and amend monitoring reports
- Producing Budget Monitoring reports including those for the Governing Body and for submission to the Kent Local Authority.

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BUDGET SETTING FOR SCHOOLS WITH WORKSHOP

Suitable for maintained
schools and academies

Who should attend

- Finance Staff

Duration

- Full Day

Description

A Budget Planning Software (BPS) course for Kent and Medway schools as well as academies, covering:

- Completing the funding template (Kent schools) for input to BPS
- Updating employee information and inputting all other Income & Expenditure required
- How to create and submit a Budget Forecast in BPS as well as generate reports
- How to input the budget onto the school's accounting package and prepare BPS ready for budget monitoring

Additional Information

Available for beginners and experienced users as well as offered as a separate course for academies.

For further information and to book your place visit: www.theeducationpeople.org

Budget Planning Software

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Suitable for maintained
schools

FMS6 Training

FMS6 BASIC INTRODUCTION 2 DAYS

Who should attend

- Finance Staff

Duration

- 2 x Full Days

Description

This course is suitable for new or inexperienced finance staff.

Day 1:

This course will enable delegates to produce orders, pay invoices to suppliers linking financial controls and processes to these procedures.

Day 2:

Covers the month end processes schools must follow.

Production of reports and how to interpret them as well as practical advice on financial controls.

Additional Information

Budget input into FMS6 is included on Introduction to Finance Days 1-3.

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INTRODUCTION TO SCHOOL FINANCE DAYS 1-3

Suitable for maintained
schools

Who should attend

- Finance Staff

Duration

- Three x Full Day

Description

This three day course is aimed at new or inexperienced finance staff and includes an introduction to the financial regulations and guidance that must be adhered to by schools.

The course will enable delegates to gain a good understanding of all aspects of school finance as well as learning how to use FMS6.

Topics covered will include daily routines such as processing purchase orders and invoices as well as making payments to suppliers. Month end routines will also be part of the course such as bank reconciliations and VAT returns as well as the generation of reports from FMS6.

Additional Information

This course only runs from January - March

For further information and to book your place visit: www.theeducationpeople.org

FMS6 Training

FMS6 ACCOUNTS PAYABLE

Who should attend

- Finance Staff

Duration

- Full Day

Description

Delegates who attend this course will see demonstrations and be able to practice various elements using the FMS6 Accounts Payable module. All processes will be linked to the KCC Financial Controls and the School Model Finance Policy.

Key areas covered include navigating FMS6 and the set-up routine as well as the accounting structure and ordering. The course will also demonstrate how to process invoices and payments to suppliers by both cheque or online payment and the use of system generated reports.

Delegates will also appreciate the importance of undertaking IR35 (self-employment checks) and the correct procedures for processing corporate card transactions.

For further information and to book your place visit: www.theeducationpeople.org

FMS6 ACCOUNTS RECEIVABLE

Suitable for maintained schools

Who should attend

- Finance Staff

Duration

- Full Day

Description

Delegates who attend this course will see demonstrations and be able to practice various elements using the FMS6 Accounts Receivable module. All processes will be linked to the KCC Financial Controls and the School Model Finance Policy.

Key areas covered include setting up the Accounts Receivable module including debtor, products and books as well as navigating FMS6 Accounts Receivable menus.

Delegates will be able to produce invoices and match receipts. They will also be able to produce credit notes, account for write-offs and print various system generated reports e.g. debtor statements for outstanding balances.

For further information and to book your place visit: www.theeducationpeople.org

FMS6 Training

FMS6 HEALTHCHECK

Who should attend

- Finance Staff

Duration

- Half Day

Description

This course will demonstrate the importance of undertaking a healthcheck on FMS6. This will be completed by way of demonstrations and practical exercises.

Delegates will be able to check that the school's FMS6 system is up to date and reflects accurate financial information.

Those attending will be aware of how to validate balances on income and expenditure codes, reconcile control codes, identify errors and make necessary corrections to FMS6.

For further information and to book your place visit: www.theeducationpeople.org

FMS6 USER DEFINED REPORTS

Suitable for maintained schools

Who should attend

- Finance Staff

Duration

- Half Day

Description

Delegates will learn how to design and modify user defined reports using FMS6. This will include demonstrations and the practical application of updating the KCC Income and Expenditure and Reconciliation Reports.

Delegates will appreciate the difference between system generated reports and user defined reports and use in accordance with the school's own Finance Policy with regard to financial reporting.

For further information and to book your place visit: www.theeducationpeople.org

FMS6 Training

FMS6 CLOSEDOWN FOR BEGINNERS

Who should attend

- Finance Staff

Duration

- Full Day

Description

Delegates will receive demonstrations and practical experience (using examples from the Closedown Pack) for the closure of accounts on FMS6 making reference to the KCC Financial Controls and School Model Finance Policy.

This course will cover the principles of closing the year's accounts and opening a new year, how the preliminary closure works, how to correct any system errors if necessary, process year-end adjustments as required, complete non-FMS6 forms such as Analysis of Year-End Balances and submission of the accounts.

Delegates will be able to produce final accounts and cross reference these to the outturn report provided by Schools Financial Services.

For further information and to book your place visit: www.theeducationpeople.org

FMS6 CLOSEDOWN

Suitable for maintained schools

Who should attend

- Finance Staff

Duration

- Half Day

Description

Delegates will discuss the principles and reasons for completing year-end accounts. They will also complete example non-FMS6 forms such as the Analysis of Year-End Balances and Capital Matrix.

The course will include demonstrations and practical experience (using examples from the Closedown Pack) for the closure of accounts on FMS6 and opening the next year. This will include how the preliminary closure works, how to correct any system errors if necessary and process year-end adjustments as required.

Delegates, using example data will also be able to cross reference final accounts to the outturn report which is provided to schools by Schools Financial Services.

For further information and to book your place visit: www.theeducationpeople.org

FMS6 Training

Suitable for academies

Academy Finance

UNDERSTANDING ACADEMY FINANCE

Who should attend

- Finance Staff & School Leadership Team (SLT)

Duration

- Half Day

Description

This course is aimed at providing fundamental information to enable members of the finance staff to undertake their role after a school converts to academy.

During the course we will provide an overview of the current Financial Controls that apply to academies, discuss areas including funding streams and financial returns as well as the roles of the Department for Education, Education Skills and Funding Agency and the Local Authority.

The course will cover a demonstration of a standard chart of accounts structure designed to meet the needs of an academy. We will also discuss the necessary month end transactions and give consideration to the balance sheet codes.

For further information and to book your place visit www.theeducationpeople.org

Please be aware this training course is only available on request

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SCHOOL FINANCE - THE ROLE OF THE GOVERNOR

Suitable for maintained
schools

Who should attend

- Governors

Duration

- Half Day

Description

This course is aimed at providing governors who have strategic responsibility for finance in their school with an understanding of their responsibilities and how they are accountable for public money.

The session will cover, via practical exercises, analysing, discussing and challenging a school's Three Year Budget Plan as well as the importance of monitoring to ensure sound financial management.

Those attending will understand the links between management of financial resources and the School Improvement Plan and the need to work in line with the Governance Handbook and the importance of the Schools Financial Value Standard (SFVS) self-assessment.

For further information and to book your place visit: www.theeducationpeople.org

Governor Training

This course is offered on behalf of Governor Services as part of their training programme.

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Suitable for academies

Governor Training

This course is offered on behalf of Governor Services as part of their training programme.

ACADEMY FINANCE - THE ROLE OF THE GOVERNOR

Who should attend

- Governors

Duration

- Half Day

Description

This course is aimed at providing governors who have strategic responsibility for finance in their academy with an understanding of their responsibilities and how they are accountable for public money.

The session will cover, via practical exercises, analysing, discussing and challenging an academy budget as well as the importance of monitoring to ensure sound financial management.

Those attending will understand the links between management of financial resources and the School Improvement Plan and the need to work in line with the Governance Handbook. The importance of the Financial Management and Governance Self-assessment (FMGS) for new academies will also be covered.

For further information and to book your place visit www.theeducationpeople.org

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GOVERNING BODY TRAINING

Suitable for maintained schools

Governor Training

Who should attend

- Governors

Duration

- Half Day/Full Day/Evening

Description

Schools Financial Services can provide bespoke finance training for governing bodies, tailored to meet your needs.

This can include the following:

- Understanding financial data such as 3 year budgets, budget monitoring and benchmarking
- The Governors responsibility concerning finances and the link between the Scheme for Financing Schools, the Schools Finance Policy and how these relate to the Financial Controls schools must adhere to
- A new session on the Schools Financial Value Standard (SFVS)

Please contact Schools Financial Services to discuss your school's needs.

For further information and to book your place visit: www.theeducationpeople.org

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Suitable for maintained schools

E-Learning

SCHOOL CORPORATE CARDS - WHAT, WHY AND HOW

NEW

Who should attend

- All Kent Maintained school staff

Duration

- 30 Minutes

Description

E-learning module providing an overview of using corporate (purchase) cards in Kent maintained schools.

Subjects include the following:

- What Corporate Cards are
- How to obtain and make changes to Corporate Cards
- Financial Controls surrounding the use of Corporate Cards
- The accounting processes on FMS6 when purchases are made using a Corporate Card

Additional Information

Please note the course is best viewed in Google Chrome.

For further information and to book your place visit www.theeducationpeople.org

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SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

Suitable for maintained
schools

E-Learning

Target Audience

- Headteachers, Finance Staff and Governors

Duration

- E-Learning - 30 Minutes

Description

E-learning module explaining how to complete the mandatory Schools Financial Value Standard (SFVS) using questions and practical exercises.

Users will understand the requirements and supporting evidence required to complete the self-evaluation form document accurately and with confidence.

Each area of the document will be covered using model answers including the need to provide an evidenced and targeted action plan when a school is not able to answer an SFVS question in full.

Additional Information

A new course will be available from November 2019

For further information and to access the course visit: www.theeducationpeople.org

FINANCIAL CONTROLS AND THE SCHEME FOR FINANCING SCHOOLS

Target Audience

- Headteachers, Finance Staff and Governors

Duration

- E-Learning - 45 Minutes

Description

E-learning module explaining how to adhere to/apply the Financial Controls and the Scheme for Financing Schools using questions and practical exercises.

Users will understand how these two sets of regulations have an impact on financial matters, as well as the roles and responsibilities of staff in a school.

Each section will cover important considerations for finance staff and headteachers as well as the governing body to ensure that schools are effectively and efficiently financially well managed.

For further information and to access the course visit: www.theeducationpeople.org

FINANCIAL CONTROLS - COMPLIANCE

Suitable for maintained schools

Target Audience

- Headteachers, Finance Staff and Governors

Duration

- E-Learning - 60 Minutes

Description

E-learning module showing schools what to expect when they have a compliance visit.

Using explanatory videos and sample documentation as well as questions and answers the course covers a number of areas that a Compliance Officer would check as part of their visit.

Users will understand what they need to consider in terms of income and assets, payroll, procurement and corporate cards as well as the School Improvement Plan and financial planning.

For further information and to access the course visit: www.theeducationpeople.org

E-Learning

SCHOOLS VAT

Target Audience

- Headteachers, Finance Staff and Governors

Duration

- E-Learning - 60 Minutes

Description

E-learning module explaining what Value Added Tax (VAT) is, which supplies come under which categories, as well as the risks to schools using questions and practical exercises,

Users will understand the need for correct invoices to be provided from both direct suppliers and when making internet purchases.

The e-learning course will also provide example documents to help illustrate the points raised and knowledge tests to check users understanding of the areas surrounding VAT administration for schools.

This course is available for £50 per user plus 20% VAT to all customers who do not purchase the Core Financial Package through Schools Financial Services.

For further information and to access the course visit: www.theeducationpeople.org

NEW

CAPITAL FUNDING FOR SCHOOLS

Suitable for maintained
schools

Target Audience

- Finance staff, Headteachers and Governors

Duration

- E-Learning - 45 Minutes

Description

E-learning module will providing an overview of capital funding for schools including key words to identify capital expenditure, managing capital projects and examples of capital expenditure.

This course is for Kent Maintained Schools and is free to those who buy into the SFS Core Package.

For further information and to access the course visit: www.theeducationpeople.org

E-Learning

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Suitable for maintained schools

E-Learning

FINANCIAL CONTROLS - FRAUD PREVENTION

Target Audience

- Headteachers, Finance Staff and Governors

Duration

- E-Learning - 30 Minutes

Description

E-learning module giving an insight into how fraud can occur in schools.

Using explanatory videos and case studies, as well as questions and answers, to explain what schools should do if they suspect fraud, and what action can be taken to prevent it.

Users will understand the potential warning signs for fraud, how to protect against it and who to contact if they suspect this is occurring in their workplace.

For further information and to access the course visit: www.theeducationpeople.org

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BACS (ONLINE PAYMENTS TO SUPPLIERS)

Suitable for maintained
schools

Target Audience

- Finance Staff

Duration

- Half Day

Description

FMS6 Users only

This course is designed to provide delegates with an understanding via a practical demonstration of how to set-up FMS6 to make online payments and send e-mailed remittance advices to suppliers.

Delegates will be able to practice setting up online payments in FMS6, including updating suppliers, as well as processing invoices ready to be uploaded via the online banking provider.

The course will also cover the cost savings that can be made as well as the best practice, controls and risks of using online payments.

For further information and to book your place visit: www.theeducationpeople.org

Other Courses

Currently available only
on request

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WHAT ELSE CAN WE DO FOR YOU?

Established in 1999 Schools Financial Services (SFS) are an experienced and established team who provide traded services to schools and academies delivered by 45+ highly experienced staff.

SFS provide traded services and a robust compliance programme to schools, academies and multi academy trusts in Kent and neighbouring authorities.

Advice and support is provided to customers who purchase the Core Financial Support Package (CFSP) which includes access to guidance documents, a remote access facility and a Help Desk manned by expert finance staff.

Please find below a short list of some of the support we can provide your school or academy.

- Core Financial Support Package with Budget Planning Software (BPS)
- Financial Returns and Monitoring
- Short Term Support
- Consultancy
- Voluntary Fund Audit
- Finance Interview Tests

SFS offer a wide range of solutions to meet your financial management needs with the main aim of ensuring that schools and academies are financially well managed.

For further information please contact Schools Financial Services using the details below.

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TESTIMONIALS

At SFS, we believe our training is second to none and an invaluable resource for you and your school or academy.

Don't just take our word for it though - here is some feedback from those who have attended our training courses:

“The Course helped to alleviate some of my worries and concerns over the whole closedown process”

“Clear, patient, knowledgeable and professional trainers who had an answer for each question they were asked”

“Strong knowledgeable team able to identify and rectify issues within the training session”

“Everything was explained very well and catered for all levels of experience”

To book your place or take the e-learning courses available visit:

<https://cpdonline.theeducationpeople.org>

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