

FMS6 Health Check

The FMS6 Health Check pack was re-sent to all Core Financial Package customers on the **31 Jan 2020**

This Health Check pack is locatable via the email sent as an attachment

In This Issue

- FMS6 Health Check
- Closedown Key Dates
- FIG dates for March
- FIG Agenda
- Budget Template
- Summer Training Courses
- SFVS Compliance Visit Details
- SFS Vacancy
- Early Returns

Closedown Key Dates

- The **2019/20** Closedown deadline for all Kent Maintained schools is the **24 March 2020**.
- Closedown Guidance Pack was sent out to all on the **4 Feb 2020**. Please ensure the necessary parts are completed by the Closedown deadline.
- For those schools who don't use **Bankline**, but are in the **Corporate Scheme**; we will be sending out Bank Statements on the **17-18 March 2020**.

Financial Information Groups (FIG) Dates for March

- **9 Mar 2020** - Hadlow Manor
- **10 Mar 2020** - Cornwallis Suite (Maidstone)
- **12 Mar 2020** - Singleton Environmental Centre
- **13 Mar 2020** Spitfire Ground

Budget Template

The Budget Template is due to be ready and available on KELSI at the end of **February 2020**. To view this when its released please visit **kelsi.org.uk** and go to the Financial Support and Planning option under the School Finance tab.

FIG Agenda

The FIG Agenda will be available shortly, please keep an eye on the education people website **theeducationpeople.org** for further information and updates.

Early Returns for the Corporate Accounts Team

All Early Returns need to be completed for the CATeam by **28 Feb 2020**. If you have any questions regarding this please e-mail: CATclosedown@kent.gov.uk

New 2020/21 Price List and Service Level Agreement

The new **2020/21 price list** and **SLA** are now available on The Education People website please visit **theeducationpeople.org** to view the list.

School Compliance Visits

Following the change in the model terms of reference for Full Governing Bodies (FGBs) that occurred in August 2019, from the **1 April 2020** please ensure the following items are completed.

- Financial risk assessment has been completed and signed off
- Changes required to your financial controls have been fully implemented

Special reference should be made to the following:

Section 1.6 Bank Mandate signatures

Section 2.2 Monitoring report review

Section 7.6 Corporate Cards

Section 9.2 Time frame for checking payroll reports

Prior to **1 April 2020** an amnesty is in place for any schools that received a compliance visit regarding these key changes, however please ensure that you are applying these with immediate effect. Any schools not doing so after the **1 April 2020** will be assessed as non-compliant.

For further details visit www.kelsi.org

SFS Vacancy

If you are interested in working with us, there is an exciting opportunity to join our team as a Contracts Officer

The job description can be found on Kent-Teach and has a closing date of **24 February 2020**.

If you have any more questions about the post, please e-mail:
schoolsfinancialservices@kent.gov.uk

Additional Training Courses Available

Due to high demand, Schools Financial Services have three additional courses available with spaces:

- Budget Setting for Academies
SCH20/285 - **31 Mar 2020**
(Aylesham Business Hub, Canterbury)
- Budget Setting + Workshop
SCH20/430 - **21 Apr 2020**
(Aldington Eco Centre, Ashford)
- SCH20/429 - **23 Apr 2020** (Hadlow Manor Hotel)

To book your place please visit: **CPD Online**.

FMS6 Procedure Notes

For any Core package customer, there are revised procedure notes available on the following items:

- Procedure Note 50: edit **YECREDIT** to **YECAPCRE**
- Procedure Note 59: edit **YEDEBTORS** to **YECAPDEB**
- Procedure Note 69: to add ledger code **YEINCPRE**
- Procedure Note 70: to add ledger code **YEEXPPRE**

These procedure notes will need to be completed only if required for your system.

If you would like access to these please feel free to contact our Helpdesk.

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