

Schools Financial Services

Academic Year 2020-21

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September 2020

| M | T | W | T | F | S | S |
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| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
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October 2020

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| 26 | 27 | 28 | 29 | 30 | 31 | |

November 2020

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December 2020

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January 2021

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February 2021

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March 2021

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April 2021

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May 2021

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June 2021

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July 2021

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August 2021

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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Final Deadline Dates:

 VAT Returns by 10th of month

 Six Month Monitoring & Half Year Returns

 Nine Month Monitoring & BCM Returns

 Closedown-Early Returns by 1 March

 SFVS by 31 March

 Closedown-Year End Returns TBC

 3 Year Budget Plan by 31 May

 School Holidays

 Bank Holidays

Finance Cycle for Schools

(Any Time of Year)

Summer Action Points (April - August)

- Set budget and submit to LA after approval from governors by 31 May.
- Review the pay of teachers and staff.
- Review analysis of year-end budget figures.
- Finalise closedown.

Spring Action Points (Jan - March)

- Provisional budget approval (budget received from LA in March).
- Discuss unspent balances.
- Review Capability and Appraisals Policies.
- Review pay of non-teaching staff.
- Review and discuss the schools Nine Month Monitoring and BCM Information submitted to LA after discussions with governors.
- Early Returns (Forms F1 to F5) submit to LA (return by 1 Mar).
- Review School Financial Value Standard (SFVS) return (return by 31 March).
- Prepare for Closedown.
- Start Budget Setting.



- Review and approve FGB and committee structure.
- Review and approve delegation and terms of reference for FGB and committees.
- Review any outstanding audit/compliance recommendations.
- Review and approve Business Continuity Plan.
- Update Register of Business Interests.
- Review and approve Finance Policy annually.
- Presentation of Voluntary Fund Audit Certificate to the governing body.
- Review Governors Allowances Policy.
- Review and approve Governor Self Evaluation of Competencies Matrix.
- Review and approve 'Whistle Blowing' Policy.
- Review and approve Lettings Policy.
- Review of LA Contracts ie Finance and Personnel.
- Review of Quotes and Tenders.
- Review of Banking Signatories.
- Review Staffing Structure.
- Review Recruitment processes.
- Review and approve Financial Risk Register (in line with School Improvement Plan).
- Review of Benchmarking Comparisons.
- Review of School Contract Register.
- Review & approve School Asset Register.

(On a Regular Basis)

- Review and discuss Monthly Budge Monitoring at least six times a year.
- Ensure all decisions are made according to 'best value' and consider collaboration with other schools.
- Review School Improvement Plan.
- Review Financial Risk Register.

Autumn Action Points (Sept - December)

- Review Headteacher performance and pay.
- Review and approve the pay of teachers and support staff.
- Six Month Monitoring and Half Year Accounts submitted to LA after discussions with governors.
- Review school charging policy eg school trips.
- Revise 3 Year Plan to include census numbers.
- Census/Pupil Roll.
- Review Introduction and Outcome Tab on SFVS.
- Internal Financial Controls Self Evaluation.
- Approve School Improvement Plan.