Diary of Events 2021-2022 Financial Year

Note: this document provides a summary of key financial tasks that take place in school. It is an important reference point for the Headteacher and Governors as to the integrity of financial data and should be updated as tasks are completed and verified and signed by the Headteacher as actions are completed or at least termly.

This document must be made available to Audit and/or the Schools Accountancy Team if requested.

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| Task | Information | Date actioned |
| Summer Term 2021 | | |
| Head Teacher / Finance Staff should check email for any urgent queries received on year-end reconciliations and adjustments received during the Easter holiday | Only if you return from School break prior to April 14th |  |
| 2021-2022 Budget Plan sent to the Schools Accountancy Team via AVCO/Anycomms into Other\Out\Budget Plan | Deadline for receipt 30th April 2021 |  |
| Prepare annual Cash Flow forecast | On receipt of monthly budget share calculation |  |
| Budget loaded onto FMS | When approved by Governors, but no later than 30th April. Any schools forecasting deficit position cannot ‘fix’ their budget in FMS until approved by the LA |  |
| Complete monthly Oracle/FMS reconciliation to Period 13 Oracle report | When Period 13 Oracle report received |  |
| Complete outturn report on 2021-22 budget planning toolkit | When Period 13 Oracle report received, and reconciled |  |
| Provide 2021-2022 outturn report to Governors | Full Governing Body meeting following receipt of Period 13 Oracle report |  |

IMPORTANT:

Review the Strategic Financial Plan/School Development Plan/Staffing Structure at key decision points: Staffing resignations, maternity absence, notification of additional funding Pupil numbers changes/confirmation, significant variances.

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| Summer Term 2021 *continued* | | |
| Any differences between estimated and actual carry forward will need to be adjusted by virement and presented to Governors. An electronic copy stating the date the virements were approved by Governors should be e-mailed to (for the time being) the Schools Choice Finance Team:  [finance@schoolschoice.org](mailto:finance@schoolschoice.org) **This may change later in the year and virements may then need to be sent to the Schools Accountancy Team. This will be communicated in due course.** | When Period 13 Oracle report received, and reconciled |  |
| Submittal by e-mail of Step 2 of School to Oracle Data Sheet to Schools Accountancy Team [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk) | Deadline for receipt 21st April 2021 |  |
| Submittal by e-mail of Step 3 of School to Oracle Data Sheet to Schools Accountancy Team [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk) | Deadline for receipt 30th April 2021 |  |
| Governors to meet, complete and approve 2021-22 Strategic Planning Toolkit. To be submitted via AVCO/Anycomms into Other\Out\Strategic Plan | Deadline for receipt 31st May 2021 |  |
| Staffing costs: complete reconciliation between April Payroll actuals v Budget Plan/staffing sheets and complete virement if necessary | Reconcile before May Oracle report received  Virement submission by end of term |  |
| Complete PCI DSS Certificate of Compliance and submit to [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk) | Deadline was 31st March 2021 |  |
| CFR return to [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk) | As notified by SAT in letter sent Summer Term. |  |
| Perform 1st check of pupil numbers expected for September. Significant differences will require revision of Strategic Plan. | On receipt of Admissions team notification |  |
| Fund Allocation reports 2020 to be run after schools FMS year 2020 has been closed. | School to submit via email immediately after 2020 closure authorised and actioned to [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk) |  |
| *Best practice:* Staff recruitment: costing proposal to governing body ensuring affordability for planned recruitment for current and future years | Prior to staffing advertisements |  |
| Nurseries – Update for EY Summer Census numbers | Once Summer Census numbers available |  |
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IMPORTANT:

Review the Strategic Financial Plan/School Development Plan/Staffing Structure at key decision points: Staffing resignations, maternity absence, notification of additional funding Pupil numbers changes/confirmation, significant variances.

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| Autumn Term 2021 | | |
| School to review staffing costs and update if necessary | Following changes in August/September to increments |  |
| Perform check of actual pupil numbers in September. Significant differences will require revision of Strategic Plan. | Start of the Autumn Term |  |
| *Best practice:*  Review of Strategic Plans 2021-22 using latest information, staffing, pupil numbers | After autumn term pupil census |  |
| Complete Financial Benchmarking Exercise | Once confirmation via ASK Schools Choice that website has been updated |  |
| *Best practice:*  Staff recruitment: costing proposal to governing body ensuring affordability for planned recruitment for current and future years | Prior to staffing advertisements |  |
| Nurseries – Update for EY Autumn Census numbers | Once Autumn Census numbers available |  |
| Governors to complete and authorise the Schools Financial Value Standard (SFVS) self-assessment | When approved by Full Governing Body, send a signed copy to the Schools Accountancy Team by 31st December 2021  3rd Floor, Constantine House, Constantine Rd, Ipswich, IP1 2DH |  |
| Spring Term 2022 | | |
| Annual Service Choice – submit to Schools Choice | Budget Pack – Deadline |  |
| Listed Creditors/Debtors e-mailed to the Schools Accountancy Team | Year-end deadlines and guidelines |  |
| End of year reports sent to the Schools Accountancy Team | Year-end deadlines and guidelines |  |
| Review staffing structure (in preparation for the production of the future year’s budget planning) | Review staffing levels/requirements for future years. New staffing spreadsheets available end of January 2022 |  |
| Review Budget Toolkit checklist |  |  |
| Approval of Budget Plan by Full Governing Body/Finance Committee | Deadline 31st March 2022  BP Toolkit available early February 2022 |  |

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| Best practice:  Staff recruitment: costing proposal to governing body ensuring affordability for planned recruitment for current and future years | Prior to staffing advertisements |  |
| Nurseries – Update for EY Spring Census Numbers | Once Spring Census numbers available |  |

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| General Annual Tasks | | |
| Task | Information | Date actioned |
| Carry out assessment of internal controls and review outcomes (previously known as SIC) | Present at Governors meeting for approval and action. |  |
| Complete School Fund accounts (if appropriate) and arrange for Auditing. | End of School Fund Year  [School Fund Forms](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/banking/school-fund) |  |
| Present audited School Fund accounts to Governing Body for approval | Governors meeting following return of accounts from auditor |  |
| Send audited School Fund documents to Schools Accountancy Team, 3rd floor, Constantine House, Constantine Road, Ipswich, IP1 2DH | After the accounts have been audited, but within 2 terms of end of the School Fund financial year. |  |
| Complete annual Inventory check (See link for further assistance and guidance) | [Financial Management Pages](https://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/financial-management) |  |
| Archive financial documents (See link for further assistance and guidance) |  |
| Review Record of Financial Responsibility (RoFR)  Template can be found on Suffolk Learning:  [RoFR](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/financial-management/record-of-financial-responsibilty-rofr) | Present at full Governing Body meeting for approval |  |
| Update Pecuniary Interest forms  [Pecuniary Interest](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/financial-management/financial-administration/pecuniary-interests) | Either a new form should be completed or the existing declaration can be re-signed and dated to show there are no changes |  |
| Update Best Value Statement | Present at Full Governing Body Meeting for approval |  |
| Review the school’s Decision Planner | Present at Full Governing Body meeting for approval |  |
| Review the Terms of Reference for committees and working parties | Present at Full Governing Body meeting for approval |  |
| Review policies:- | Present at Full Governing Body meeting for consideration/ approval |  |
| - [Purchase Card Policy](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/banking/purchasing-cards) |  |
| * [Charging and Remissions](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/financial-management/financial-administration/other-guidance) |  |
| * [Lettings](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/financial-management/financial-administration/other-guidance) |  |
| * [Finance](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/financial-management/financial-administration/other-guidance) |  |
| * [Bad Debt and Redundant Equipment](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/financial-management/financial-administration/other-guidance) |  |
| * [School Fund Constitution (if appropriate)](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/banking/school-fund) |  |
| Review/update financial skills self-evaluation matrix |  |  |

# Weekly Checklist

*Enter the extract file reference as imported to FMS and enter the date each process was completed.*

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| **Extract File Reference Received** | **Date Central Reconciliation Process completed** | **Reconciliation Spreadsheet completed with a zero difference** | **Amount outstanding on Suspense** | **ZZ Fund to Bank Journal completed** | **Bank Statement received** | **Bank Reconciliation completed** |
| E\_ \_ \_2101 |  |  |  |  |  |  |
| E\_ \_ \_2102 |  |  |  |  |  |  |
| E\_ \_ \_2103 |  |  |  |  |  |  |
| E\_ \_ \_2104 |  |  |  |  |  |  |
| E\_ \_ \_2105 |  |  |  |  |  |  |
| E\_ \_ \_2106 |  |  |  |  |  |  |
| E\_ \_ \_2107 |  |  |  |  |  |  |
| E\_ \_ \_2108 |  |  |  |  |  |  |
| E\_ \_ \_2109 |  |  |  |  |  |  |
| E\_ \_ \_2110 |  |  |  |  |  |  |
| E\_ \_ \_2111 |  |  |  |  |  |  |
| E\_ \_ \_2112 |  |  |  |  |  |  |
| E\_ \_ \_2113 |  |  |  |  |  |  |
| E\_ \_ \_2114 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Extract File Reference Received** | **Date Central Reconciliation Process completed** | **Reconciliation Spreadsheet completed with a zero difference** | **Amount outstanding on Suspense** | **ZZ Fund to Bank Journal completed** | **Bank Statement received** | **Bank Reconciliation completed** |
| E\_ \_ \_2115 |  |  |  |  |  |  |
| E\_ \_ \_2116 |  |  |  |  |  |  |
| E\_ \_ \_2117 |  |  |  |  |  |  |
| E\_ \_ \_2118 |  |  |  |  |  |  |
| E\_ \_ \_2119 |  |  |  |  |  |  |
| E\_ \_ \_2120 |  |  |  |  |  |  |
| E\_ \_ \_2121 |  |  |  |  |  |  |
| E\_ \_ \_2122 |  |  |  |  |  |  |
| E\_ \_ \_2123 |  |  |  |  |  |  |
| E\_ \_ \_2124 |  |  |  |  |  |  |
| E\_ \_ \_2125 |  |  |  |  |  |  |
| E\_ \_ \_2126 |  |  |  |  |  |  |
| E\_ \_ \_2127 |  |  |  |  |  |  |
| E\_ \_ \_2128 |  |  |  |  |  |  |
| E\_ \_ \_2129 |  |  |  |  |  |  |
| E\_ \_ \_2130 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Extract File Reference Received** | **Date Central Reconciliation Process completed** | **Reconciliation Spreadsheet completed with a zero difference** | **Amount outstanding on Suspense** | **ZZ Fund to Bank Journal completed** | **Bank Statement received** | **Bank Reconciliation completed** |
| E\_ \_ \_2131 |  |  |  |  |  |  |
| E\_ \_ \_2132 |  |  |  |  |  |  |
| E\_ \_ \_2133 |  |  |  |  |  |  |
| E\_ \_ \_2134 |  |  |  |  |  |  |
| E\_ \_ \_2135 |  |  |  |  |  |  |
| E\_ \_ \_2136 |  |  |  |  |  |  |
| E\_ \_ \_2137 |  |  |  |  |  |  |
| E\_ \_ \_2138 |  |  |  |  |  |  |
| E\_ \_ \_2139 |  |  |  |  |  |  |
| E\_ \_ \_2140 |  |  |  |  |  |  |
| E\_ \_ \_2141 |  |  |  |  |  |  |
| E\_ \_ \_2142 |  |  |  |  |  |  |
| E\_ \_ \_2143 |  |  |  |  |  |  |
| E\_ \_ \_2144 |  |  |  |  |  |  |
| E\_ \_ \_2145 |  |  |  |  |  |  |

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| **Extract File Reference received** | **Date Central Reconciliation Process completed** | **Reconciliation Spreadsheet completed with a zero difference** | **Amount outstanding on Suspense** | **ZZ Fund to Bank Journal completed** | **Bank Statement received** | **Bank Reconciliation completed** |
| E\_ \_ \_2146 |  |  |  |  |  |  |
| E\_ \_ \_2147 |  |  |  |  |  |  |
| E\_ \_ \_2148 |  |  |  |  |  |  |
| E\_ \_ \_2149 |  |  |  |  |  |  |
| E\_ \_ \_2150 |  |  |  |  |  |  |
| E\_ \_ \_2151 |  |  |  |  |  |  |
| E\_ \_ \_2152 |  |  |  |  |  |  |
| E\_ \_ \_2153 |  |  |  |  |  |  |
| E\_ \_ \_2154 |  |  |  |  |  |  |

Monthly Checklist

Enter the date of completion for each process.

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| Month | **Process Budget Share (XX) Fund to Bank Journal** | **Print and Export VAT reports via anycomms by 15th of month** | **VAT**  **Reim.**  **Journal** | **Check/Clear**  **Outstanding Staff Commitments** | **Close the Accounting Period** | **Reconcile FMS to Oracle**  **Management**  **report** | **Print Management reports** | **Monthly Bank Reconciliation & Unreconciled Items report** | **Headteacher’s signature & date** |
| Apr |  | V2101\_ \_ \_  Date: |  |  |  |  |  |  |  |
| **May** |  | V2102\_ \_ \_  Date: |  |  |  |  |  |  |  |
| **Jun** |  | V2103\_ \_ \_  Date: |  |  |  |  |  |  |  |
| **Jul** |  | V2104\_ \_ \_  Date: |  |  |  |  |  |  |  |
| **Aug** |  | V2105\_ \_ \_  Date: |  |  |  |  |  |  |  |
| **Sep** |  | V2106\_ \_ \_  Date: |  |  |  |  |  | Copy to SAT –by 20/10/21 |  |
| **Oct** |  | V2107\_ \_ \_  Date: |  |  |  |  |  |  |  |
| **Nov** |  | V2108\_ \_ \_  Date: |  |  |  |  |  |  |  |
| **Dec** |  | V2109\_ \_ \_  Date: |  |  |  |  |  |  |  |
| Jan |  | V2110\_ \_ \_  Date: |  |  |  |  |  | Copy to SAT - by 26/02/22 |  |
| Feb |  | V2111\_ \_ \_  Date: |  |  |  |  |  |  |  |
| **Mar** |  | V2112\_ \_ \_  Date: |  |  |  |  |  | Copy to SAT - see year-end timetable |  |
| **Period13** |  |  |  |  |  |  |  |  |  |

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| **Closure of 2020-21 on FMS (‘Roll Over’)** | Date final close completed on FMS: |

**Insurance Monthly Checklist** – Enter the date of completion for each process

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| **Month** | **Maternity/**  **Paternity/**  **Adoption claims submitted following 13 calendar weeks return to work or on date of resignation**  **(1) See note** | **Staff Absence claims submitted by 14th day of each month**  **(2) See note** | **Travel**  **Return submitted at the end of each term or will be collected termly from evolve users**  **(3) See note** | **Contents and Fabric cover claims submitted within 21 days of incident** | **Submit invoices for Contents and Fabric cover claims**  **(5) See note** | **Contents and Fabric cover** **invoices for 2020-21 submitted by Friday 11th June 2021** | **Notify the Insurance team about any motor acquisitions or disposals within 7 days** | **Check Oracle downloads for Contents and Fabric cover discounts and ensure the amount received is correct** | **Read new insurance contracts and decide what insurance cover is required** | **Submit any outstanding Maternity, Staff Absence and Contents and Fabric cover claims for 2020-21 by 26th March 2021**  **(6) See note** |
| **Apr** |  |  |  |  |  |  |  |  |  |  |
| **May** |  |  |  |  |  |  |  |  |  |  |
| **Jun** |  |  |  |  |  |  |  |  |  |  |
| **Jul** |  |  |  |  |  |  |  |  |  |  |
| **Aug** |  |  |  |  |  |  |  |  |  |  |
| **Sep** |  |  |  |  |  |  |  |  |  |  |
| **Oct** |  |  |  |  |  |  |  |  |  |  |
| **Nov** |  |  |  |  |  |  |  |  |  |  |
| **Dec** |  |  |  |  |  |  |  |  |  |  |
| **Jan** |  |  |  |  |  |  |  |  |  |  |
| **Feb** |  |  |  |  |  |  |  |  |  |  |
| **Mar** |  |  |  |  |  |  |  |  |  |  |
| **Apr** |  |  |  |  |  |  |  |  |  |  |

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| **Notes** | | |
| 1 | Maternity/Paternity/Adoption claim form | These need to be returned as soon as possible after staff have completed 13 calendar weeks at work following maternity or adoption leave, submitted their resignation or returned from paternity leave |
| 2 | Staff Absence | These need to be filled in and returned in respect of all absence in excess of 5 days for the previous month even if the retention days have not yet been met. **Only one month per claim form.** |
| 3 | Staff Absence claims | February Staff Absence claims 14 March 2022 and March Staff Absence claims 14 April 2022 |
| 4 | Travel returns | These need to be submitted for trips that took place in the previous term. **Only one term per return form. Evolve users do not need to submit a return. Details will be collected directly from Evolve on a termly basis.** |
| 5 | Invoices for Contents and Fabric cover | If no invoice is sent in with the claim then they need to be submitted to the Insurance team as soon as they are received. If settlement will be at ‘Nil cost’ please let the Insurance team know. |
| 6 | Maternity/Paternity & Contents and Fabric cover claim form | **Claims must be received by the Insurance team by 31st March 2022** or will be returned unpaid. |

* Please note that the previous known damage/Loss Risk Pool is now known as Contents and Fabric cover.

Link to: [Schools HR - Monthly Payroll Processing Deadlines 2021-2022](https://www.schoolschoice.org/node/1406/clear-breadcrumb)