

News 4 Schools – April 2019



FS4S News

We are excited that plans are underway for our move to our new office. We can't reveal the exact location yet but we can confirm that it will be in Swindon with easy access and parking for those of you that would like to visit us – and we hope that lots of you will!

As well as a move we are having an IT upgrade to support our growing business. Look out for information about changes to the Secure Client Log-In coming very soon.

Latest Information from the ESFA

Here is an outline of information published by the ESFA with links to take you to the ESFA website for details:

1. Academy trusts must declare or seek approval for a related party transaction, before they agree it with the related party. The ESFA has published guidance about declaring and seeking approval for [related party transactions](#).
2. From September 2019, the RPA general annual grant (GAG) deduction will drop from £20 per pupil to £18 per pupil for the 2019 to 2020 academic year. It will offer the same cover. The ESFA is also guaranteeing that the GAG deduction will not exceed £20 per pupil for a further 2 academic years – up to and including 2021 to 2022.
3. The ESFA has updated the [academy national non-domestic rates claims page](#) with information for the 2019 to 2020 financial year. Academies can now make claims for the 2019 to 2020 financial year.
4. The Secretary of State for Education, Damian Hinds MP, called on all publicly funded schools in England to use [Teaching Vacancies](#), the free-to-use job listing service to advertise teaching vacancies, Guidance is available on [how to sign up to the service](#).
5. For trusts with 250 or more employees, please register with the government's [gender pay gap reporting service](#) as soon as possible and upload your figures. Guidance on [reporting your figures](#) is available.
6. Pupil premium amounts updated to March 2019 are now available on: <https://www.gov.uk/government/publications/pupil-premium-conditions-of-grant-2018-to-2019>

The details of the Teachers Pension Grant have now been published on:
<https://www.gov.uk/government/publications/teachers-pension-employer-contribution-grant-tpecg/pension-grant-methodology>

The amounts per pupil as at October 2018 Census for September 2019 to March 2020 are:
Primary £77.50
Secondary £114.08
Special £282.89

Don't Forget To Send In Your Returns

- LA Schools:* Please ensure that you send in the following returns to the Local Authority:
- ✓ VAT Submittal Report for March
- Academies:* Please ensure that transactions to 31st March are complete in readiness for month end:
- ✓ VAT Online Submittal Report for March (where the Academy is VAT registered)
 - ✓ VAT form 126 with full report (where the Academy is not VAT registered)
 - ✓ Budget Forecast Return Outturn due 21st May
-

Academy Budget Forecast Return Outturn

The ESFA has published the guidance for the BFRO which has a deadline for submission of 21st May. The guidance and relevant forms can be found on the following link:

<https://www.gov.uk/guidance/academies-budget-forecast-return>

Our recommendations for the preparation of the BFRO are:

- Find the previous financial year's final accounts as they contain information you will need;
 - Read the guidance!
 - Check the worksheet as it includes the finance questions that you will be asked when you complete the online form;
 - Calculate high-value accruals/prepayments as at 31st March 2019, however you may not want to enter them onto your finance system, just take them into account when completing the forms;
 - Print a trial balance as at 31st March 2019 and extract the September 2018 to March 2019 amounts to enter onto the forms;
 - Cross check the amounts you have entered for 2018-19 to those for 2017-18 – do they seem reasonable and take into account differences that you are aware of e.g. pay increases?
 - Ensure that your log-in works and that you can access the online form.
-

Swindon Maintained Schools Close of Accounts

Thank you to all the Swindon maintained schools that worked hard, and in some cases came into school during the holidays, to allow us to close accounts in good time for the Swindon Borough Council deadline.

Dates for your Diary

FS4S HR Clients meeting	Shaw Ridge Community Room	30 th April
Network 4 Schools	Venue TBC	20 th June
VAT for Schools and Academies	Venue TBC	Coming soon

We are delighted to be represented at the following Conference:
Thames Valley School Business Managers, Head Teachers and Senior Leaders Conference at Maidenhead on 3rd May

We are looking for a full-time Payroll Assistant to join our Payroll Team! If you know of someone who might be interested in working with us please ask them to call 01793 882569 for details.