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FS4S
Business Services
For Schools

News 4 Schools – August 2019



FS4S News

We are sorry to say goodbye to Michele Barnett this month, we will miss her. Michele is moving on and we are sure that you will want to join us in wishing her well in her future career. Good luck Michele!

We hope you all get the chance to enjoy the lovely summer sunshine during the summer break. For those of you that are working – we are too! Get in touch with us if we can help in any way.

Dates for your Diary

Network 4 Schools

Wednesday 2nd October

Sending Payroll Information using the Client Secure Log-In

Information that you send to us using the Client Secure Log In does not need to be additionally protected by the use of passwords or using just initials instead of full names. The Secure Log In is fully secure.

When sending information to us, we would be grateful if you could please include the employee's name (we cannot process pay-related information unless we have a full name) and without using password-protected documents.

We want to be able to process your information quickly and accurately. It can be difficult to do this if we cannot access the information that has been sent to us, especially if we receive it at school holiday times when you are not available. Please help us to help you! Thank you.

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 July

Academies: Please ensure that transactions to 31st July are complete in readiness for month end:
✓ VAT Online Submittal Report for July (where the Academy is VAT registered)
✓ VAT form 126 with full report (where the Academy is not VAT registered)
✓ Year end 31st August

Teachers Pensions

Just a reminder that the Teachers' Pensions employer contribution rate is increasing to 23.6% as from 1st September 2019. Please remember to update your HR systems!

The Department for Education (DfE) has updated the [teachers' pension employer contribution grant methodology, published in April this year](#).

The update confirms that Supplementary Fund applications will be based on schools' actual pension costs for November 2019.

In October, the DfE will publish school-level grant allocations and announce details of the Supplementary Fund, including how schools can apply.

Academy Year end Processes

Academies will be busy preparing for year end. We don't publish a list of tasks for academy close of accounts as you are all on different systems with different procedures, however as a general rule:

Input all items that show on your bank statement up to 31st August;
Include bank journals for August net pay only; third party payments are deducted after 31st August;
Allow time for any final BACS payments for 2018-19 to clear by 31st August;
Prepare accruals and prepayments;
Check that income and expenditure are showing in the correct fund;
Investigate any items showing in the control codes;
Open the new financial year.

If you are in school and there is anything we can help with, do give us a call, it is great to be able to catch up with you when it is quieter.

Academies Financial Handbook 2019

The ESFA has published the new Academies Financial Handbook effective from 1st September 2019, it can be found here: [Academies Financial Handbook 2019](#). We recommend that you look at the new provisions that it contains including for monthly financial reporting, planning internal audit programmes and related party transactions.

