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**FS4S**  
Business Services  

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For Schools

## News 4 Schools –February 2019



### **FS4S News**

We will be putting on a fantastic event for you at our **Network 4 Schools** meeting on 28<sup>th</sup> February at Lydiard Park Academy and we hope you can come along. We are delighted to welcome our partners from School Business Services who will be talking to you about an additional service available through **FS4S**, accredited SIMS Helpdesk Support, that they have been providing to schools for several years. Pelican Procurement will be there to explain Catering Groups to you, for all of you who purchase supplies for school meals. Finally, following the recent bank scams that affected some of you, Ian Knight who is a Lloyds Bank Relationship Manager will be introducing himself and he has also kindly arranged for a member of the Lloyds Bank Fraud Team to go through with you how to detect and prevent fraud.

An event not to miss - numbers will be limited so let us know soon if you would like to attend.

By then you will have had a February school holiday! We hope you all get the chance for a restful break.

### **\*IMPORTANT PAYROLL SERVICE NOTICE, PLEASE READ\***

May we please ask all schools and academies for support over the coming months.

Please ensure that all Payroll Deadlines are met to allow us to pay your employees accurately and on time.

We have some exceptional circumstances occurring in March, April and May (tax year end, potential support staff pay award and Easter holidays timings).

Unfortunately any late submissions received outside of the payroll deadline dates will be processed the following month. This is to ensure our operational and BACS deadlines are met.

We want to give you the best service possible and your help is greatly appreciated, thank you.

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### **Dates for Your Diary**

**FS4S** Network 4 Schools

28<sup>th</sup> February

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## Latest Information from the ESFA

Do you receive the information and advice that is included in the Education and Skills Funding Agency (ESFA) Updates that are published fortnightly? They contain the latest information and actions from the Education and Skills Funding Agency for academies, schools, colleges, local authorities and further education providers. Maintained schools should not be put off by the word "Academies" in the updates with the title "ESFA Update Academies" – they contain information for all schools, not just academies! It is the only way that the ESFA sends out guidance and regulations. Below is the link to subscribe, taken from the ESFA Update website:

"Please share Update with your colleagues, who might like to register for [web alerts](#). This will notify them by email when we publish new editions of Update on GOV.UK."

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## Change to Teachers Pension Scheme Opt Outs

Teachers Pensions have given the following information:

"Due to recent changes in the regulations the opt out process for members has been updated and these changes will go live from 4 February 2019.

From this date any opting out election will become effective, based on the date that the employer receives the form from the member (either paper or online). It is currently based on when Teachers' Pensions receive it.

Due to this change updates have been made to both the online and paper form.

Any past versions of forms that are sent in on or after 4 February 2019 will be rejected."

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## 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 January

*Academies:* Please ensure that transactions to 31<sup>st</sup> January are complete in readiness for month end:

- ✓ VAT Online Submittal Report for January (where the Academy is VAT registered)
- ✓ VAT form 126 with full report (where the Academy is not VAT registered)

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## Getting Prepared For Year End and BFRO

Whether you are a maintained school or an academy, now is a good time to start to review your accounts in preparation for either year end (maintained schools) or the Budget Forecast Return Outturn (academies). We recommend:

- ✓ Find your accruals/prepayments forms from last year – they will be an indicator of journals that will need to be made this year - and start to build a new list of accruals/prepayments;
- ✓ Check all outstanding orders and deal with uncompleted orders, especially those that are still outstanding from last financial year;
- ✓ Review outstanding debts owed to you, for example for lettings, and take steps to recover the debt;
- ✓ Academies should ensure that they have made all outstanding claims for rates refunds from the ESFA;
- ✓ Plan the payment of outstanding invoices on the invoice due date;
- ✓ Call us if you need any help!

***\*All of us at FS4S wish you an enjoyable February break\****