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**FS4S**  
Business Services  

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For Schools

## News 4 Schools – July 2019



### **FS4S News**

Thank you to all of you for your patience whilst we moved offices. This is what our new office looks like! We'd be delighted to see you if you would like to call in to see it for yourselves. Our new address is:

4<sup>th</sup> Floor, Nexus Business Centre, 6 Darby Close, Swindon SN2 2PN.

We're absolutely thrilled with our new office and our thanks go to the teams at Nexus and Datalibrium for making our move run so smoothly.

More good news - it is a pleasure to introduce Mel Jones, our new Payroll Assistant, to you. Mel has a fabulous background in payroll including with payroll bureaux and is looking forward to working with all of you. Welcome Mel!

### **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 June

*Academies:* Please ensure that transactions to 30<sup>th</sup> June are complete in readiness for month end:  
✓ VAT Online Submittal Report for June (where the Academy is VAT registered)  
✓ VAT form 126 with full report (where the Academy is not VAT registered)  
✓ Budget Forecast Return due 30<sup>th</sup> July

## Academy Budget Forecast Return

The ESFA has published the following information:

"The BFR3Y collects financial information to provide a 3 year forecast for the sector. ESFA uses this information to review trends in the sector and to provide HM Treasury forecasts. We have published this [academy trust guide to 3-year budget forecast return](#) to provide some advice on compiling data.

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### Important Message for Payroll Customers:

We would be grateful to know by the end of term, the schools that will be open during August and therefore staff will be available to check their pre-payroll reports in line with your payroll deadline schedule previously published.

If all schools could please email [payroll@fs4s.co.uk](mailto:payroll@fs4s.co.uk) with their response by the end of term it would be appreciated.

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### Dates for your Diary

Swindon Academies Business Managers (organised by Lydiard Park Academy) 9<sup>th</sup> July

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### Client Secure Log-In Details – A Reminder

During the school summer holiday, starting from Monday 29<sup>th</sup> July we will be closing our telephone helpline at 4 p.m. From Monday 2<sup>nd</sup> September the telephone helpline will be open until 5 p.m. as usual.

Thank you, we hope no inconvenience is caused to any of you.

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### Academies Financial Handbook 2019

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

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*All of us at FS4S hope you have a wonderful summer break*

