

Financial Services 4 Schools Ltd
c/o Lydiard Park Academy
Grange Park Way
Swindon
SN5 6HN

Tel: 01793 882569
E-Mail: office@fs4s.co.uk
Web: www.fs4s.co.uk

FS4S
Business Services

For Schools

News 4 Schools – June 2019



FS4S News

We are thrilled that we have a confirmed date for our office move of 28th June, we are all excited that we will be settled into our new office by the end of the month.

Our address will be:

Fourth Floor
Nexus Business Centre
6 Darby Close
Cheney Manor
Swindon
SN2 2PN

Our telephone number, mobile numbers and e-mail addresses will remain the same.

We will do our best to ensure that our office move runs smoothly with the minimum of disruption to our IT and telephone systems. More details will follow nearer the time.

A huge thank you to Lydiard Park Academy that has provided us with our office since 2008. Although we are looking forward to being in our new offices we are sorry to leave LPA and we will miss everyone we have worked with here over the years. We wish them lots of success with their extended sixth form from this September.

Finally, there is a chance to catch up with us and with your colleagues at our next Network 4 Schools meeting on Thursday 20th June 9.30 to 12 noon, as well as lots of useful information and advice. It will be great to see you there.

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 May
- ✓ Budget Submittal 30th June (or as advised)

Academies: Please ensure that transactions to 31st May are complete in readiness for month end:

- ✓ VAT Online Submittal Report for May (where the Academy is VAT registered)
- ✓ VAT form 126 with full report (where the Academy is not VAT registered)
- ✓ Budget Forecast Return due 27th 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.

This return will open on 18 June 2019. We will publish the guidance for this year's collection before the form goes live in June 2019."

Career Opportunity with FS4S

We are looking for a full-time (part-time also considered) 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.

Dates for your Diary

Network 4 Schools	Venue TBC	20 th June
VAT for Schools and Academies	Nova Hreod	26 th June
Swindon Academies Business Managers	(organised by Lydiard Park Academy)	9 th July

Client Secure Log-In Details – A Reminder

A reminder of the log-in details to access your secure e-mail:

Go to the Client Secure E-mail Log In button at the top right of our website www.fs4s.co.uk

User Name: FS4S\School User Name
Password: Your usual password using a capital for the first alphabetical character

VAT For Schools And Academies

Following the success of previous VAT presentations, we are delighted that Colin Scates of RSM UK Tax and Accounting Limited will be coming to Swindon in June – all the way from his Newcastle office - especially to share his expert knowledge on VAT for schools and academies with all of you. The presentation has proved to be extremely popular and we recommend early booking. A booking form will be sent out shortly.

School Fund Audits

Here are some hints and tips for those of you getting ready to complete your school fund to the end of August in readiness for the year end audit:

Are there any items that can correctly be paid through the main account in order to claim back VAT?

Is the reconciled bank statement that shows transactions to 31st August included?

Is there a stock record and signed stock check for items that the school sells?

Are there primary records appropriately authorised for every transaction?

We will be happy to audit your School Fund, please contact Sue Else or Chris Gilroy. Thank you.