

Financial Services 4 Schools Ltd
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FS4S
Business Services

For Schools

News 4 Schools – December 2019



FS4S News

Our Christmas tree is decorated, the Christmas cards have arrived and we are well and truly into the Christmas spirit here, we hope you are too. We wish all of you a very Merry Christmas and a Happy New Year.

Our office hours over the Christmas holiday are:

Monday 23 rd December	9 a.m. to 5 p.m.
Tuesday 24 th December	9 a.m. to 12 noon
Wednesday 25 th December to Wednesday 1 st January	Closed
Thursday 2 nd January onwards	9 a.m. to 5 p.m.

It has been wonderful to work with you all over the past year and we can't wait to see you in 2020!

Our NEW Internal Review Service

For Academies: Replaces our Responsible Officer Service to meet the requirements of the Academies Financial Handbook

For Maintained Schools: Giving Governors reassurance of good financial practice in your school

Our new service offers Trustees and Governors the opportunity to review your school or academy selected areas of financial, procurement and HR administrative practices with a Report that gives a RAG rating for risk. Please contact Sue Else for more details.

Changes to the Schools Financial Value Standard return

Maintained schools should note that there is a financial checklist and RAG rated benchmarking section to the SFVS for completion by the end of March. The checklist is optional for schools.

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 November
 - ❖ Swindon Borough Council Schools Balances Survey due 18th December 2019
- Academies:* Please ensure that transactions to 30th November are complete in readiness for month end:
- ❖ VAT Online Submittal Report for November (where the Academy is VAT registered)
 - ❖ VAT form 126 with full report (where the Academy is not VAT registered)
 - ❖ Financial statements and internal audit summary submission by 31st December
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Meet our HR Service Experts

Our team of HR specialists would love to come out to your school or academy to meet with you and tell you about the professional service that we offer and that links in with our Payroll Service. Our expertise is gained through working with schools and academies across the south west region, giving us the ability to share best practice in the operation of HR regulations in schools, academies and multi academy trusts. Please do give Lynne, Lorraine M, Julie D, Jandar, Claire or Ann a call, you will find us friendly and helpful!

Payroll Assistant Opportunity with FS4S

Do you know someone who would like to work with us?

FS4S is recruiting for a Payroll Assistant to join our ever expanding Payroll Bureau. Providing expert first line support to our huge client base of schools, you must be knowledgeable in processing payroll documentation and techniques. The ability to manage your own workload, meet deadlines and able to provide examples of exemplary customer service are required.

FS4S is a friendly company where the right fit is most important to us. Why not give us a call to arrange an informal chat on 01793 882569, asking for HR. Alternatively please send your CV to hr@fs4s.co.uk



Merry Christmas!
from all of us at **FS4S**

