

Specialist **Financial Services** tailored to meet the unique requirements of your school



### Our Finance Team

The members of our Finance team hold an extensive range of experience and qualifications to ensure that we can provide just the right service for your Academy or Multi Academy Trust. Between us we have worked in private accountancy and banking, a local authority education finance department and as business managers in primary and secondary schools. We also have experience of setting up and managing a successful business. Our qualifications include accountancy, business, finance and law and this gives you the confidence in the advice and support we can provide.

“An excellent service and staff always friendly and able to help. Very well informed.”

School Bursar, Swindon

“Excellent all round service from a friendly helpful staff - don't know what I'd do without you.”

Office Manager, Swindon

### Our Finance Service

Most of our clients purchase a package of on-site visits, each visit lasting one-half day. We find that more and more schools like to have support for a half-day or full-day each week, fortnight or month particularly to support new finance or management teams.

We work alongside your business manager and finance staff, Headteacher and leadership teams and your Trustees including attendance at Trustee meetings.

We can bring our expertise to your school at a moment's notice to cover any unexpected absences thus preventing the usual worries about training and managing temporary staff. For example, we can alleviate some of the pressures at key points in the year or provide maternity or sickness cover.

Our flexible approach means that your priorities become our priorities and we have the capability and the capacity to fulfil your requirements.

All our finance packages for academies include a helpdesk, regular e-mail newsletters and networking meetings for your finance staff.

Training courses are offered regularly and we can also provide training at your school that is specific to the needs of your staff.

Visit our website for more information at [www.fs4s.co.uk](http://www.fs4s.co.uk)

### Academy, Multi Academy Trust & Free School

### Finance Services


- ✓ Closure of local authority accounts
- ✓ Cost calculations for converting or new academies/ free schools
- ✓ Setting up chart of accounts
- ✓ Regular finance system checks
- ✓ Telephone and e-mail Helpdesk
- ✓ Preparation of a multi-year budget plan
- ✓ Access to SBS Online Budget Management Toolkit
- ✓ Budget planning and "what-if" scenarios
- ✓ Preparation of Education & Skills Funding Agency Budget Forecast Return Outturn and Budget Forecast Return
- ✓ Support with ESFA Self Assessment return
- ✓ Preparation of finance procedure manuals and policies
- ✓ Monthly management accounts
- ✓ Year-end procedures to production of trial balance
- ✓ Implementation of ESFA procedures and regulations
- ✓ Support to implement the outcome of year-end audits
- ✓ Internal Review Check and Report
- ✓ Short or long term absence cover
- ✓ Training of staff and trustees
- ✓ Benchmarking

### Internal Review Checklist and Report

FS4S have developed a detailed Internal Review Service to guide, support and ensure that academies and their trustees meet and maintain the requirements of the new Academies Financial Handbook. The service includes an onsite visit followed by a written report outlining recommendations where appropriate to enhance financial controls and risk management

We would be very happy to visit your school to discuss your requirements at a time convenient to you.

Please give us a call on **01793 882569** and ask for **Sue Else** or **Neil Miles**. We will be pleased to answer any questions you may have or attend your Governors' Meeting if that is easier.



*What should  
schools do now if  
they want to ask  
**FS4S** to quote?*