

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 school. 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.

**"I have used FS4S services right from the setup of their company. Throughout these now 12 years their service has been faultless. They have a great understanding on how schools "tick". I could not do without the amazing support. I wouldn't hesitate to recommend them."**

School Business Manager, East  
Wichel Primary School

### 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 governors including attendance at governor 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 LA maintained schools include a three-year budgeting plan, 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 web site for more information at [www.fs4s.co.uk](http://www.fs4s.co.uk)

### Maintained School

### Finance Services


- ✓ Telephone and e-mail Helpdesk
- ✓ Regular finance system checks
- ✓ Preparation of a three year budget plan including use of our bespoke maintained schools template or Online Budget Management Toolkit
- ✓ Budget planning and "what-if" scenarios
- ✓ Completion of local authority returns
- ✓ Regular monitoring including cash flow projections
- ✓ Year-end procedures
- ✓ Implementation of local authority procedures and regulations
- ✓ Short or long term absence cover
- ✓ Training of staff and governors
- ✓ Preparation of finance procedure manuals and policies
- ✓ Internal Review Checklist and Report
- ✓ Schools Financial Value Standard
- ✓ Benchmarking
- ✓ Support to implement the outcome of local authority audits
- ✓ Audit/Independent Examination of School Fund accounts

### Academy Conversion Services

Our extensive experience of working with Academies and Multi Academy Trusts means that we are able to support schools that are joining MATs with due diligence, projections of balances to be carried forward and close of local authority accounts. This work can be included within a package of visits or as a stand-alone project, please contact us to discuss your requirements.

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?*