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FS4S
Business Services

For Schools

News 4 Schools – July 2020



FS4S News

We are gradually returning to the office and it is great to be back with team members and our lovely views from our windows. We are taking it a step at a time and have carried out a thorough risk assessment. Not only do we want to keep ourselves safe but we want to keep you safe too when we visit you in school.

Our school visits will start again from 24th July and we will be asking for a risk assessment if you would like us to come into your school. You can ask us for our risk assessment too! With some of you working during the summer break to prepare for academy year end, please do get in touch if you would like to book a visit.

Please continue to use our work mobile phone numbers when getting in touch as we are on a rota to attend the office and may not be there when you call.

We are looking forward to seeing you soon, in September if not before, and we hope you have a good and well-deserved summer break.

Three Important Messages for Payroll Customers

1. As schools will continue to have varying staffing arrangements during July, our intention is to pay July salaries using the information that we have already received. Please, if you can, let us know of leavers or unpaid leave so that we can prevent any overpayments.

In the event of no information received, a flat month's pay will be processed for employees unless we are advised otherwise by means of an email instruction.

2. 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 with their response by the end of term it would be appreciated.

3. For any employees that may be leaving your school and currently receive their payslip to a work email address, you may wish to notify us of a personal email address when completing a leaver form, so their final payslip and P45 are sent to their personal email address.

Pensions Information

The Local Government Pension Funds would like employers to reassure employees that the LGPS is a defined benefit pension scheme which means your pension is based on your salary and how long you've paid in. Your pension is not linked to stock market performance, so both your contributions and your pension, whether in payment or not, will be unaffected.

The only exception to this is Additional Voluntary Contributions (AVCs). If you have an AVC, it is possible the value may have reduced - this will depend on the funds you have chosen to invest in. You should contact your AVC provider for more information about this.

Latest Government advice for schools

Like us you will be spending a lot of time checking government advice, here is a link for you to obtain the latest ESFA updates:

<https://www.gov.uk/government/collections/esfa-update>

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 30th 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)
 - ✓ Submittal for BFR3Y has been delayed until 29th September
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HR Consultancy Advice For Schools

A Returning To Work Advice Sheet has been sent to all schools that purchase our HR Services to give you the latest practical information. Lynne, Julie and Lorraine M are continually updating their knowledge as government advice is published and they have already been attending meetings using Teams. Please continue to send in your HR Administration requests through our secure e-mail link to hr@fs4s.co.uk, Claire and Ann are able to maintain confidentiality of your data even though they are working from home.

Academy Internal Reviews

We are able to carry out a shortened version of our Internal Review, conducted off-site, if this will be of value to your Trustees. Please contact Sue Else sue.else@fs4s.co.uk for details.



Have a fantastic summer break, from all of us at FS4S