Finance Notes to Schools Visit (Month End)

Last Reviewed: 2nd April 2024

The Notes to Visit form (Month End) is intended to be a record of the visit by a member(s) of the Central Finance Team with members of the School Finance Team, Head Teacher and on occasion Governors following month end and in-line with the Finance Timetable.

It is expected that the month end visit will be formed of two separate meetings, which it is expected will usually be on the same day. Both meetings will be recorded in the same notes to visit for the month.

Following the visit, agreed copies should be kept and filed in the Centre and at the relevant school. Electronic filing is acceptable.

|  |  |  |  |
| --- | --- | --- | --- |
| **School name** |  | **Month End** |  |

Month End Meeting with School Finance Staff

Purpose

* Review previous Notes to Visits to check all outstanding items are complete. (If they have not been done and cannot be done on this visit please carry forward.)
* Complete core visit tasks. Please note some tasks can be completed prior to the visit so information is available for discussion as required.
* Agree actions.

|  |  |
| --- | --- |
| **Date of Visit** |  |
| **Attendees** |  |
| **Location** |  |
| **Duration** |  |

| **Agenda Item** | **Completed** | **Comments** |
| --- | --- | --- |
| **Purchases**  *Have all purchase requests been added to the system in a timely manner. Have all direct invoices been added in a timely manner, for example emergency plumbers, short term supply, low value amazon invoices. Review the goods receipted not yet invoiced list to see if goods have been receipted before they have been delivered or of there are any still awaiting invoices? Is an accrual for goods receipted but not yet invoiced required in the accounts? Are there any old purchase orders that are no longer valid that need closing?* |  |  |
| **Review aged debtors**  Please review old debt, i.e. 45 days plus. Check debt is being chased, that plans are in place and that Governors (Resources Committee) are aware/involved if significant. If debt is older than 6 months and there are no plans in place for recovery, are the school intending to write off the debt (with agreement from the appropriate parties based on value). |  |  |
| **Bank Transactions**  Are bank transactions being completed in time for bank reconciliation work? Are there any transactions which are unaccounted for? Or receipts we do not know where from? Are there any transactions on the unknown receipts account? If so, please agree how these can be cleared and clear them. |  |  |
| **Staff Expenses**  Have all staff expenses been approved by the headteacher? Have any expenses claimed by the headteacher been approved by the Chair of Governors (or CEO or Head of Finance). |  |  |
| **Charge Card Expenses**  Are all credit card expenses recorded in line with the Charge card policy. *Are all credit card statements signed by the HT. Is there evidence that the spend is pre-authorised.* |  |  |
| **Mid-month Payroll checking report reviewed**  Any queries raised with GCC payroll team and Headteacher informed.  Previous payroll costing reports signed by Headteacher, to acknowledge staff on payroll.  GCC payroll informed of any support staff now eligible for 5-year service adjustment. |  |  |
| **Review of supply/overtime claims**  Are overtime claims and zero-hour contract claims up to date. Has everyone claimed as the HT is expecting/pre-authorised. Are there any significant claims outstanding, are there larger claims than normal, if so, is there reasonable explanation and an exit plan for the situation. |  |  |
| **Review Chart of Accounts against budget and forecast**  *Are the actual figures in* line with budget YTD. Can any underspends / overspends be explained. |  |  |
| **Review Capital spend**  Is DFC related expenditure being recorded as such as costs are incurred on the capital cost centres. Is this in line with approved budget at the start of the year. Please raise exceptions with HoF. |  |  |
| **Review Trips Ledger**  Are there any non-trip items in the trip ledger that need to be resolved. Is there an agreed plan to resolve and a resolution date. Do any trip balances require write off? |  |  |
| **Review SCR**  Has the SCR been reviewed in line with the direction from the DCEO. If not, please advise DCEO of details. |  |  |
| **Review SAP Contracts**  If new starters/changes to contracts are identified on the SCR, have the updates been reflected on the SAP system. Is the staffing correct on the SAP system, or are there any contracts that need ending, (i.e. we have a new starter, which could be due to someone leaving, who will need to be closed on the SAP system). Are the changes in line with the approved budget. |  |  |
| **SAP Reports**  *Have the SAP reports been run for the previous period and provided to Central Finance. If not, please make sure that they are run and sent to the central finance team. Reports are:*   * *Contract Change Report* * *New Starter Report* * *Leaver Report* * *Claim Form Report.*   *Have spot check pay calculations been performed by the central team in line with the finance policy. If not, then please complete.* |  |  |
| **Review Budgeting System**  If new starters/changes to contracts are identified on the SCR, have the updates been reflected on the budgeting software. Is the staffing correct on the SAP system, or are there any contracts that need ending, (i.e. we have a new starter, which could be due to someone leaving, who will need to be closed on the SAP system). |  |  |
| **Review Census / Current NOR**  Are all pupil number returns up to date. Are current pupil numbers going up/down compared to the funding census. Has there been a census assurance visit from the central Team within the last 12 month. |  |  |
| **Review Cash Balances and Forecast**  Has the school got a high level of funds in the local imprest (bank) account. If there are no outgoings (direct debits etc), then this should be reduced in line with the maximum fund for the school.  Does the school expect to have any large budgeted spend in the coming period, if so what, how much and when? |  |  |
| **Review Funding Pots**  Has each funding stream been reconciled between the finance system and the supporting documents (reports for web sites etc) and has this been reflected on the finance system via funding stream and reapportioning journals. If not, what is the plan to resolve and when by. |  |  |
| **AOB**  Please list any other items covered during the meeting and actions arising from them. |  |  |

Month End Meeting with Headteacher

|  |  |
| --- | --- |
| **Date of Visit** |  |
| **Attendees** |  |
| **Location** |  |
| **Duration** |  |

| **Agenda item** | **Comments / Actions arising** |
| --- | --- |
| **Payroll Confirmation returned to Central**  Are payroll reconciliations up to date, if not, please remind HT and follow up within agreed timescale. If there are differences, are they now resolved and actions in place to help prevent in the future. |  |
| **Central team notified of all staffing changes**  *Are there any staffing changes that are outside of the agreed budget staffing levels? Has this been agreed with CEO, DCEO, or HF.* |  |
| **Update budget platform**  Review and update of budgets and forecasts in line with budgeting/forecasting process.  Update Access/IMP in line with staffing changes / expected changes and /or vacancies. Do contracts on SAP reflect that budget and forecasting system information.  Review curriculum integrated information – does it enable each class to run safely?  From September 2024, is this in line with the approved staffing structure.  Pre-September 2024, this should equate to class teacher and adequate additional support to enable any additional needs to be supported. PPA cover should also be included. |  |
| **Month End Accounts Review**  *Are the actual figures in* line with budget YTD. Can any underspends / overspends be explained.  If applicable have nursery, wrap around care and C&I centre income and costs been correctly recorded. Are any of these areas showing a deficit? If so, what is being proposed to bring them back to a breakeven or even surplus position? |  |
| **Request to adjust Budget lines**  Does the HT want to adjust any lines in their budget to reflect savings made, thereby improving the accuracy of YTD position against budget.  Has there been significant changes in income/expenditure (for example maternity leave that was not in the original budget) such that the budget needs to be reforecast? What are the plans/timescales for this?  If the forecast is in excess of budget (less surplus/bigger deficit than planned), are there clear explanations and what is being done to recover the situation and a timescale/plan to work towards this. Has the CEO or HF been informed of the excess.  Central finance team to list proposed updates on the budget changes sheet in the Central Month End Pack. |  |
| **Review Funding Pots**  Has each funding stream been reconciled between the finance system and the supporting documents (reports for web sites etc) and has this been reflected on the finance system. Review salary postings with Headteacher and agree with Headteacher if any salary costs should be moved to show they are being funded by for example Pupil Premium, Recovery Grants or Sports Premium etc.  If the funding does not align to what is being externally reported, what is the plan to align that with the finance system and when by. |  |
| **AOB**  Please list any other items covered during the meeting and actions arising from them. |  |

Notes agreed:

Draft notes to be emailed to Headteacher for review within 5 working days of the Headteacher visit.

Should the Headteacher have additional comments or amendments, the Headteacher should respond within 5 working days of the notes being received.

Should there be no reply at the end of the 5working days following submission to the Headteacher, it will be deemed that the notes are accurate, following which they will be sent for wider circulation to the Chair of Governors, Head of Finance and the school finance team.

Copies will also be stored in the shared drive.

|  |  |
| --- | --- |
| **Date Notes first sent to Headteacher** |  |
| **Central Finance Lead Signature and date** |  |
| **Head Teacher Signature and date** |  |