



**Education Finance Support:
School Finance Support Checks**

In April 2016 a new finance officer started at a local authority (LA) school and the EES for Schools Education Finance Support team were requested to attend the school for the first time to help the officer transition into her new role and to also investigate the figures which were showing within the school's financial management system (FMS).

During the initial visit the EES for Schools finance consultant found that the school's finance system had been used incorrectly in the past resulting in the year end consistent financial reporting (CFR) framework figures, reported to the LA, having been manually calculated incorrectly.

The finance consultant worked with the school finance officer to ensure the system was updated and adjustments were made to enable system CFR reports to be produced correctly.

On updating the figures the finance consultant and the finance officer discovered that the personnel module showing staffing and financial data was not up-to-date. The staffing commitments within the cost centre summary were inaccurate, which was a great concern to the school as staffing costs accounted for, on average, 85% of their total expenditure for the year.

Over a number of visits throughout the year both systems were updated with all issues regarding staffing contract information and personnel modules being resolved. This allowed the finance consultant and finance officer to work together to completely re-calculate the 2016/17 school financial budget to show the true expenditure levels.

Through the hard work of the finance consultant and the school finance officer the headteacher and school governing board are now fully confident with the figures shown on the FMS and the cost centre summary reports for all known income and expenditure, which enables them to accurately monitor the school's budget. This further resulted in the governing body undertaking in-house finance training to better understand their responsibilities and how to interpret the system reports.

For more information contact:

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