

Dear Business Managers & Finance Staff,

Please find attached your 201920 Term1 Return Templates & Guidance. It is important that you read and follow all guidance. To access these documents you may need to have an Egress account. If you are forwarding this email to a colleague please do let us know ASAP to grant access.

Please note there have been changes to the templates but we have kept the changes to a minimum for schools interface but there are new additions in the background. As such please use the templates attached here or available on EGFL only. Any previous returns with previous templates will not be accepted.

When returning please make sure that you reply to the same email (this) if not with the same subject as above with school name in front while making sure to provide all the required templates, reports and files together with necessary signatures of approvals to avoid delays to speed up the process and make the VAT re-imburement quicker.

Important Dates & Procedures

1. **Bank Reconciliations – 5th of July 2019 (Reconciled bank statement must include school budget share advances of July 2019)**
2. **Term 1 Returns due – 19th of July 2019**
3. **Must run all reports at the same time**

Schools must submit the following :

- VAT Long Summary
- VAT Submittal
- FMS6 Finance Return front sheet signed by Headteacher
- Payroll expenditure report for schools with external payroll providers
- Bank Statement as at 5th July 2019 or after school's July budget share
- Bank reconciliation
- Unreconciled items report (system driven from FMS)
- Trial Balance- ledger code balances (excel). Do not exclude balance sheet accounts.
- Cumulative Expense Analysis – Ledger Code Summary – Fund (Main school account). Do not exclude balance sheet accounts.
- Balances and Reserves Report
- Full transactions listing (excel)
- Aged Debtors report (to support the FMS6 reconciliation)
- Aged Creditors report (to support the FMS6 Reconciliation)

Kind regards,

Suresh de Alwis
Finance Business Advisor
5th Floor SE Plum 5/SE/7
Perceval House
14-16 Uxbridge Road
LONDON
W5 2HL
Tel: 020 8825 9748
E-mail: DeAlwisS@ealing.gov.uk

