

# School Closing and Timetable 2017/18

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# Overview

- To develop a clear understanding of the year end closing arrangements for Ealing Schools.
- What we need and the timescales for delivery.

# Issues for this year- 1

- Early deadline for closing of 15 March 2018
- Please ensure that all bills that are outstanding and all income due to the School are either input into FMS or listed on the accruals template.
- Very short time for processing these and sending out BCRs to schools- please check BCRs from Term 2.
- Journals at School level are not recorded on the VAT long summary so will not be reflected in the BCRs. In particular, any journals between revenue and capital will impact on the School's carry forward position, so check all codes on Term 2 BCRs.
- Vital that these returns are sent on time with all the attachments

# Issues for this year-2

- Ensure that all advances and income such as Pupil Premium Grant is correctly coded.
- It is important that correct CFR codes are used for recording income and expenditure
- Make sure all capital spend is recorded on correct codes

# Templates to complete

- Final (Term 3) Year End Template (with all supporting information)
- Payroll template for Schools using external payroll providers
- Accruals Template
- Additional Information- Notes to the Accounts
- Balances template
- Please ensure that these are all signed by the Headteacher

# Year end template

- Ensure nothing is posted after 15 March 2018
- Ensure that all reports are run on the same day/time. Ensure that you attach all supporting documents to your email
- This must be signed by the Headteacher
- Rerun reports after Easter to show that nothing has changed
- Audit will assess this template and the supporting documents

# Accruals

- Debtors (Internal and External)
- Creditors (Internal and External)
- Guidance for completion on the spreadsheet
- Do not record debtors and creditors of less than £1,000. Record material accruals- eg March Payroll, PFI payments, large contract payments, income due that relates to 2017/18.

# Examples of Accruals

	Debtor	Creditor
Internal	LA SEN payment due but not yet received and relates to pupil cost in Spring term Jan – March 2018	SLA/Ealing Payroll/PFI payment relates to March 2018 but will be paid in April 2018
External	Hall has been let in March 2018 but income due in April 2018	Agency staff have been employed in March 2018 but payment will occur in April 2018



# Additional Information- Notes to the accounts

- Salaries- those over £50K
- Redundancy disclosure
- Bank account details- list all account details including voluntary funds
- Debt write offs (over £6K)
- Capital Expenditure ( double check)
- Leases- Current and New leases ( return as nil if no leases)

# Key Dates

23 February 2018	Online banking access request letter
15 March 2018	End of Year Return Template
15 March 2018	External Payroll Template
15 March 2018	Accruals Template
15 March 2018	Front Sheet- FMS6
15 March 2018	Additional Information Template
23 March 2018	BCRs to Schools
16 April 2018	Run the Final VAT long summary. Print VAT submittal to close period 4. Remember to post accruals
25 April 2018	School Balances Form

# Issues from Last Year

- Difference between Council's BCRs and School's FMS systems (especially in coding of Income from LA).
- Accruals Templates had many very small accruals. Please only add in accruals that are over £1,000.
- Late submissions- very tight timeframe