



## Finance and Business Services

# Core finance service for local authority maintained schools

**As a recognised local authority service provider with a strong and well established relationship with schools, our core finance service offers schools a broad range of expertise and best practices**

Our core finance service includes access to our highly skilled finance support team by telephone or e-mail. The team also provides regular information and updates on managing your finance and best practice guidelines.

Our finance helpline is available during working hours Monday to Friday and our experienced team is able to offer support and guidance with any queries you may have relating to the financial procedures within your school.

### Key features of this service:

Our service breadth is extensive and includes advice and guidance on

- Operating finance systems including CAPITA FMS6 and PS Financials.
- Funding advice & budget setting
- Budget monitoring and financial reporting
- End of year preparation and close





- Governance & Schools' Financial Value Standard (SFVS)
- **Toolkits**

We have a wide range of toolkits available to meet the needs of schools in line with statutory DfE requirements. These include:

- Teaching & support staff cost calculators
- Funding calculators
- Maternity absence cost calculator
- Reports that can be imported into FMS, including governor reports, reconciliation reports, cash flow reporting and year end reporting. All reports are accompanied by an excel template
- Inventory template
- Costed school development plan template
- Budget monitoring control logs

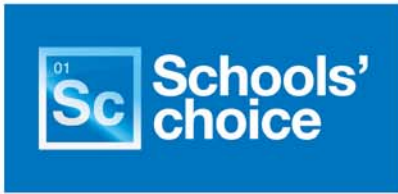
**Please note** this is not an exhaustive list of our toolkits. We are constantly looking at how we can enhance our support to schools and develop our service further.

### **Unlimited access to the finance support team available times:**

9am – 5pm Monday to Thursday 9am – 4.30pm Friday

Open all office days excluding up to three days per year when the team will receive updates and training.





### **Quality and Performance standards:**

With 75% of all calls to our helpline answered in less than 30 seconds and response to email queries is within 2 working days of receipt of all necessary information.

If you are interested in finding out more about our services, please contact us on 0300 123 1420 or e-mail [services@schoolschoice.org](mailto:services@schoolschoice.org)

