

# Children's Services School Finance



## Standalone Finance Courses 2011-12

# Standalone Finance Courses



Welcome to the Standalone Finance Courses section!

These courses have been specifically designed to provide school finance staff with the financial skills and knowledge needed to undertake key tasks and use financial software.

Over the following pages of this brochure you will find details of each of the courses including suitability, content, dates and venues.

<b>Standalone Finance Courses</b>	VAT for Schools	2
	Financial Management Standard	3
	Star Debtors	4
	School Fund	5
	Dinner Monies Database	6
	Star Refresher	7
	Sickness Insurance Database	8

Each course is based on a set of underlying competencies that describe the skills and knowledge needed to be successful in each area. To help you identify and prioritise your individual training needs, you can use the Training Needs Self-Assessment Questionnaire that is available from the CS Finance website.

# VAT for Schools

Finance  
Courses

## Description

This course aims to ensure that staff responsible for school financial records are accounting for VAT correctly. Delegates will have the opportunity to bring along their own specific VAT questions to be answered by Norfolk County Council's Tax Manager.

## Who Should Attend?

Staff responsible for maintaining school financial records.

## Content

- The basics of VAT
- VAT categories
- What constitutes a proper VAT invoice
- How to perform common VAT calculations
- Using the VAT manual
- How to get further help and advice
- Open surgery with the VAT expert

**Duration** Half Day 09:30 - 13:00

**Cost** £107

## Dates & Venues

20 May 11	Norwich PDC
15 Sep 11	Kings Lynn PDC
06 Feb 12	Norwich PDC

## Description

This course provides delegates with information about the new Financial Management Standard. It details what is involved with the new standard and what evidence will be required to show that the standard has been met.

## Who Should Attend?

This course is intended for Headteachers, School Finance Officers and Governors in schools.

## Content

- The new Financial Management Standard
- Available resources
- Assessment criteria
- Key documents
- Assessment process
- Maintaining good practice

**Duration** Half Day 09:30 - 13:00

**Cost** £107

## Dates & Venues

17 Oct 11	Norwich PDC
22 Nov 11	Norwich PDC
14 Dec 11	Kings Lynn PDC

# Star Debtors

Finance  
Courses

## Description

A practical based training course to enable delegates to make effective use of the debtors function within Star Accounts.

## Who Should Attend?

Staff who would like to use Star Accounts for issuing invoices and / or maintaining lettings.

## Content

- Setting up facilities and customers
- Adding lettings
- Entering and printing standard invoices
- Receiving payments for invoices raised
- Making and receiving subsidy claims
- Reporting
- Integration with Star Accounts
- Writing off Bad Debts

**Duration** Half Day 09:30 - 13:00

**Cost** £107

## Dates & Venues

05 May 11	Norwich PDC
06 Oct 11	Norwich PDC

# School Fund

## Description

An interactive training course to ensure that delegates are aware of best practice when accounting for the school fund.

## Who Should Attend?

Staff responsible for the administration of the school fund.

## Content

- What the school fund can and can't be used for
- Roles and responsibilities
- Accounting for income and expenditure
- Month end reconciliation
- School fund audit requirements
- Year end balance sheet
- Using Star Accounts School Fund

**Duration** Half Day 09:30 - 13:00

**Cost** £107

## Dates & Venues

09 Jun 11	Norwich PDC
06 Dec 11	Kings Lynn PDC
08 Feb 12	Norwich PDC

# Dinner Monies Database

Finance  
Courses

## Description

Step-by-step training on how to use the Dinner Monies Database from setting up the software through to recording meals eaten, payments received and banking. Delegates will be given the software and full installation instructions to take back to school upon completion of the course.

## Who Should Attend?

Anyone that uses or would like to use the Dinner Monies Database to assist with dinner money collection.

## Content

- Setting up the database ready for use
- Entering meal and milk requirements
- Recording cash received
- Entering banking details and rolling forward to the next week
- Printing required weekly reports
- Printing creditor and debtor letters

## Duration

**Half Day** 09:30 - 13:00

## Cost

**£107**

## Dates & Venues

16 Jun 11	Norwich PDC
10 Nov 11	Norwich PDC

## Description

This course provides a refresher for existing Star Accounts users. It offers a more detailed understanding of the software with plenty of useful hints, tips and problem solving activities.

## Who Should Attend?

Staff currently using Star Accounts who would like to learn more about its functionality and how to resolve common problems.

## Content

- Core functionality refresher
- Extra functionality of Star
- Common problems and how to solve them
- Using Star reports
- Frequently Asked Questions
- Cheque printing

## Duration

**Full Day** 09:30 - 16:00

## Cost

**£173**

## Dates & Venues

12 Jul 11	Norwich PDC
08 Nov 11	Norwich PDC



# Sickness Insurance Database

Finance  
Courses

## Description

An E-learning module to provide delegates with knowledge required to effectively use the Sickness Insurance Database to process monthly returns.

## Who Should Attend?

Finance staff with responsibility for completing Sickness Insurance returns to Norfolk County Council.

## Content

- Understanding the NCC Sickness Insurance Scheme
- Setting up the Sickness Insurance Database
- Importing Staff details
- Entering Contract details
- Registering claims
- Processing monthly returns

Duration 2 Hours

Cost Free

## E-Learning Module



E-Learning modules are accessed  
from the CS Finance website

## Venues

Courses are delivered at two venues in Norfolk:



### **Professional Development Centre**

Woodside Road, Norwich, NR7 9QL



### **West Norfolk Professional Development Centre**

Kilham's Way, King's Lynn, PE30 2HU

Maps and directions to the venues can be found on our website at:

<http://www.eficts.norfolk.gov.uk/training/TrainingVenues.aspx>

## **Lunch and Refreshments**

Refreshments are provided at all courses. Lunch is provided for full day courses only. If you have any specific dietary requirements, please speak to the reception on arrival at the venue.

## **Course Cancellation**

Please notify us at the earliest opportunity if you are unable to attend a booked course.

Cancellations received within 10 working days of the event will be subject to a charge of £87 for a full day course and £54 for a half day course. Failure to cancel will incur the full cost of the course.

We will do our very best to ensure every course date set is delivered but please be aware that a course may not run below the minimum number of 5 delegates. In the event of a cancellation you will be contacted at the earliest opportunity and offered an alternative date where possible.

# Course Booking

There are 3 easy ways to make a course booking:



You can book on-line by visiting <http://efs.norfolk.gov.uk>. Select Courses (Info and Booking) from the A-Z menu.



You can call **01603 224280** to make your booking over the phone.



You can send an email to [csfinancetraining@norfolk.gov.uk](mailto:csfinancetraining@norfolk.gov.uk) including your name, school location code and the event you would like to book.

Completion of a booking will be taken as authorisation for the appropriate charge to be made to the school budget by journal transfer.

Once you have made your booking you can leave the rest to us!

## Booking Confirmation

You will be sent confirmation of your place on the course by email as soon as possible after receipt of your booking. Emails will be sent to the 'office@...' email address of your school unless we are provided with an alternative.

## Joining Instructions

You will receive a further email approximately two weeks before the date of your course. This will confirm that the course is taking place and the venue details, start and finish times and any special requirements or instructions.