Schools Finance Cluster Budget Planner Additional Notes

The Cluster Budget Planner is an abridged version of the existing School Budget Planner, and as such, many of the functions performed within the Cluster Budget Planner can be carried out following the instructions given in the User Guide for the School Budget Planner.

These additional notes explain the differences between the Cluster and School Budget Planner. The main differences relate to the addition of department codes within the Cluster Budget Planner.

Initial Set-Up

The initial set-up procedures for the Cluster Budget Planner are the same as those shown in Section 1 of the School Budget Planner User Guide. In addition to these details a '**Default Department**' code is required. Any budget lines, or staffing forecasts, found within the Cluster Budget Planner without a department code will be assigned to this Department Code automatically when any validation or data updates are applied.

The Department Codes within the budget planner can only be imported from Star Accounts. Click **'Import Star Departments**'.

Import Star Departments

If a list of department codes has previously been imported into the Cluster Budget Planner the following message will appear:

Department Import	X
This process will remove any department codes currently listed in the budget planner and replace them with those held in the Cluster data	afile.
Please Note: Any codes that have been deleted or inactivated within Star Accounts will be replaced by the default department code.	
Are you sure you wish to re-import the Department Codes?	
Yes No	

Click '**Yes**' to continue or '**No**' to cancel. Please Note: If 'Yes' is selected any departments that no longer exist, or have been made inactive, within Star Accounts will be removed from the Cluster Budget Planner. The default department code will replace any budgets or staff forecasts assigned to those departments within the Cluster Budget Planner.

Complete 🛛 🔀	
Department Codes Updated	
ОК	Click ' OK '.

Schools Finance Cluster Budget Planner Additional Notes



Select the required department code from the drop down list. It is recommended that the department chosen is the clusters generic department code, rather than one of the individual schools department code.

Building the Budget

The procedure for entering budgets into the budget planner is the same as those listed in Section 2 of the School Budget Planner user guide, with the exception of the need for a department code to be selected on each line:

BUDGET PLAN ORIGINAL 2012-13

3050 - NCC Thetford Cluster

	Subj Code		Subjective Description	CFR	Department		2012-13 Original
*	98940	~	Budget Share	101	EB3050	$\mathbf{\mathbf{v}}$	-25,000
*	98950	~	6th Form Funding	102	EB1952	~	-3,500
*	98950	~	6th Form Funding	102	EE3050	~	-15,000
*	99020	~	16-19 Bursary Fund	102	EE3050	~	0

Select the required department from the drop down list.

An additional filter has been added to this screen to allow the screen to be filtered per department code.

RS	
Group	¥
rtment	~

Support Staff Forecast

The procedure for entering support staff forecasts is the same as those listed in Section 4 of the School Budget Planner user guide, with the exception of the need for a department code to be selected on each line:

Forecast: Year1 (2012-13)		Im	port Pr	rior Monthly		View		De	lete tr
Forecast: Year1	Show Summary		rear	Profiles		PayScale	:8		oreca
Master Support Staff			_		_	aid Weel	K e	Spin	al Pt
Staff Code Name	Position	Туре	D	epartment		er Year		Apr	Jul
🗡 000005-0 🔽 Five, Staff	Support Staff	ADCL	V EE	B3050 (¥	8 .95	~	18	19
🗡 000002-0 🔽 Two, Staff	Support Staff	ADCL	🗸 Ef	B1930	*	4.28	~	24	24
🌠 000007-0 🔽 Seven, Staff	Support Staff	EDSS	🗸 Ef	B1952	*	6.62	~	11	11
🕅 000010-0 🔽 Ten, Staff	Support Staff	EDSS	🗸 EE	B3050	~	3 .32	~	12	13

When updating the detailed budget with Support Staff costs, the amounts entered will be shown at subjective and department code level.

Schools Finance Cluster Budget Planner Additional Notes

Printing Budget Plans

Budget Type	
 Summary 	
O Detailed	411
O Detailed with Notes	A
Department:	
EB1952 💌	Reset

All Budget Plans printed from the Cluster Budget Planner can be filtered per department code if required.

From the '**Budget Type**' form select the required department from the drop down list.

Department:					
×	Reset				
EB1930	The Bishop's Primary				
EB1932	Drake Infants				
EB1942	Norwich Road School				

3050 - NCC Thetford Cluster : EB1952 - Queensway Community Junior BUDGET PLAN ORIGINAL 2012-13

		2012-13
CFR	Description	Original
102	Funding for sixth form students	-3,500
	Total Income	-3,500
E03	Education Support Staff	4,164
E08	Indirect Employee Expenses	1,500
	Total Expenditure	5,664
	NET EXPENDITURE	2,164

Reset

Click '**Reset**' to view the full Budget Plan.