

# Finance & Financial Software Training

## Autumn Term training opportunities

Children's Services Finance offer a wide range of finance courses for school secretaries and finance staff covering topics such as FMSiS, Star Accounts, Basic Financial Procedures, How to Use the Budget Planner Software and Dinner Monies database.

All of our courses have been specifically designed to cover all aspects of financial management in Schools and are targeted at various levels.

Booking a course couldn't be any easier! There are 3 easy ways for you to choose from:

### On-line

You can book on-line by visiting <http://efs.norfolk.gov.uk>. Select Courses, info and booking from the A-Z.

### E-mail

You can send an email to [richard.boyd@norfolk.gov.uk](mailto:richard.boyd@norfolk.gov.uk). Please include your name, school name and location number, course title and the date that you would like to attend in your email.

### Phone

You can call Richard Boyd on **01603 223390**.

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

You will be sent an email confirming your booking usually within 24 hours followed by detailed Joining Instructions around 2 weeks before the course date.

**Please find attached the scheduled training courses for the Autumn Term 2008.**

## FINANCE AND FINANCIAL SOFTWARE TRAINING SEPTEMBER – DECEMBER 2008

### Autumn Term Dates

8 <sup>th</sup>	September 2008	09:30 – 13:00	FMSiS Workshop	<i>PDC</i>
10 <sup>th</sup>	September 2008	09:30 – 16:00	Basic Financial Procedures	<i>PDC</i>
11 <sup>th</sup>	September 2008	09:30 – 16:00	Revising & Forecasting the Budget	<i>PDC</i>
12 <sup>th</sup>	September 2008	09:30 – 13:00	FMSiS Workshop	<i>PDC</i>
16 <sup>th</sup>	September 2008	09:30 – 13:00	Strategic Overview of School Finance	<i>EcoTech</i>
17 <sup>th</sup>	September 2008	09:30 – 13:00	Accounting for the School Fund	<i>EcoTech</i>
18 <sup>th</sup>	September 2008	09:30 – 13:00	Dinner Monies Database	<i>EcoTech</i>
23 <sup>rd</sup>	September 2008	09:30 – 16:00	Basic Financial Procedures	<i>PDC</i>
25 <sup>th</sup>	September 2008	09:30 – 16:00	New School Finance Staff Induction (Star)	<i>PDC</i>
7 <sup>th</sup>	October 2008	09:30 – 13:00	FMSiS Workshop	<i>PDC</i>
8 <sup>th</sup>	October 2008	09:30 – 16:00	New School Finance Staff Induction (Star)	<i>PDC</i>
15 <sup>th</sup>	October 2008	09:30 – 11:00	FMSiS Overview for Western Area Schools	<i>WNPDC</i>
22 <sup>nd</sup>	October 2008	09:30 – 13:00	FMSiS Workshop	<i>PDC</i>
23 <sup>rd</sup>	October 2008	09:30 – 13:00	Financial Software Refresher - Star Accounts	<i>PDC</i>
5 <sup>th</sup>	November 2008	09:30 – 16:00	Monitoring and Reporting on the Budget	<i>PDC</i>
6 <sup>th</sup>	November 2008	09:30 – 11:00	FMSiS Overview for Western Area Schools	<i>EcoTech</i>
11 <sup>th</sup>	November 2008	09:30 – 16:00	Basic Financial Procedures	<i>PDC</i>
12 <sup>th</sup>	November 2008	09:30 – 13:00	VAT for Schools	<i>PDC</i>
13 <sup>th</sup>	November 2008	09:30 – 13:00	School Finance Policy	<i>PDC</i>
24 <sup>th</sup>	November 2008	09:00 – 12:00	How to Use the Budget Planner Software	<i>PDC</i>
27 <sup>th</sup>	November 2008	09:30 – 16:00	New School Finance Staff Induction (Star)	<i>PDC</i>
3 <sup>rd</sup>	December 2008	09:00 – 12:00	How to Use the Budget Planner Software	<i>EcoTech</i>
9 <sup>th</sup>	December 2008	09:00 – 12:00	How to Use the Budget Planner Software	<i>PDC</i>
11 <sup>th</sup>	December 2008	09:00 – 12:00	How to Use the Budget Planner Software	<i>PDC</i>

<b>CSF01 Revising and Forecasting the Budget</b>			
<b>11<sup>th</sup> September 2008</b>		<b>09:30 – 16:00</b>	<b>Professional Development Centre, Norwich</b>
<p><b>Who should attend?</b> - This course is intended for those staff responsible for the setting and monitoring of the school's Budget Plan. It is expected that those attending this course are familiar with the functions of the Budget Planner Spreadsheet.</p>			
<p><b>Aim</b> - To advise delegates of the best practice for financial procedures in relation to revising the current year's budget and forward planning. The course will look at best practice relating to forecasting income and expenditure levels in line with DCSF requirements to produce three-year budget plans.</p>			

<b>CSF02 Monitoring and Reporting on the Budget</b>			
<b>5<sup>th</sup> November 2008</b>		<b>09:30 – 16:00</b>	<b>Professional Development Centre, Norwich</b>
<p><b>Who should attend?</b> - This course is intended for staff responsible for producing and checking financial reports against the current year's budget. Staff responsible for ensuring that the budget is managed effectively may also find this course useful.</p>			
<p><b>Aim</b> - This course will cover the areas of responsibility and accountability in relation to monitoring the school's budget in accordance with requirements. Delegates will also be shown how to make full use of their accounting software to facilitate effective budget maintenance through the reporting functions available.</p>			

#### **CSF04 Accounting for the School Fund**

**17<sup>th</sup> September 2008**

**09:30 – 13:00**

**EcoTech Centre, Swaffham**

**Who should attend?** - This course is intended for those staff responsible for the administration, processing and accounting of the school fund.

**Aim** - The aim of this course is to ensure that delegates are aware of the best practice when accounting for the school fund, including local authority and audit requirements and procedures.

#### **CSF07 How to use the Budget Planner Software**

**24<sup>th</sup> November 2008**

**09:00 – 12:00**

**Professional Development Centre, Norwich**

**3<sup>rd</sup> December 2008**

**09:00 – 12:00**

**EcoTech Centre, Swaffham**

**9<sup>th</sup> December 2008**

**09:00 – 12:00**

**Professional Development Centre, Norwich**

**11<sup>th</sup> December 2008**

**09:30 – 14:00**

**Professional Development Centre, Norwich**

**Who should attend?** - This course is intended for school staff who are required to use the budget planner software to set & revise budgets, and are unfamiliar with the full functionality of the tool.

**Aim** - The aim of this course is to ensure familiarity with the budget planner software, including effective use of the staffing spreadsheets and pupil forecaster tool.

CSF08 VAT for Schools			
12 <sup>th</sup> November 2008		09:30 – 13:00	Professional Development Centre, Norwich
<b>Who should attend?</b> - This course is intended for those staff responsible for the administration and maintenance of the school's financial records.			
<b>Aim</b> - The aim of this course is to ensure that delegates are aware of the VAT and CIS regulations and know how to account for tax in the accounting software, ensuring that VAT is accounted for correctly.			

CSF09 Dinner Monies Database			
18 <sup>th</sup> September 2008		09:30 – 13:00	EcoTech Centre, Swaffham
<b>Who should attend?</b> - This course is intended for school staff who would like to use the new Dinner Monies Database to assist with dinner money collection and recording.			
<b>Aim</b> - The aim of this course is to ensure that staff operating the Dinner Monies Database are familiar with its functionality.			

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## CSF10 Basic Financial Procedures

<b>10<sup>th</sup> September 2008</b>	<b>09:30 – 16:00</b>	<b>Professional Development Centre, Norwich</b>
<b>23<sup>rd</sup> September 2008</b>	<b>09:30 – 16:00</b>	<b>Professional Development Centre, Norwich</b>
<b>11<sup>th</sup> November 2008</b>	<b>09:30 – 16:00</b>	<b>Professional Development Centre, Norwich</b>

**Who should attend?** - This session is intended for staff with little or no previous experience of schools' financial procedures who could provide temporary cover in the absence of the school's finance administrator.

**Aim** - This course aims to provide new finance staff with a sound introduction to financial procedures and/or to ensure that the school has a mechanism in place to ensure that financial control is maintained in the absence of key personnel. This course gives a general overview of financial procedures and does not involve the use of Star Accounts (see CSF11).

## CSF11 New School Finance Staff Induction (Star Accounts)

<b>25<sup>th</sup> September 2008</b>	<b>09:30 – 16:00</b>	<b>Professional Development Centre, Norwich</b>
<b>8<sup>th</sup> October 2008</b>	<b>09:30 – 16:00</b>	<b>Professional Development Centre, Norwich</b>
<b>27<sup>th</sup> November 2008</b>	<b>09:30 – 16:00</b>	<b>Professional Development Centre, Norwich</b>

**Who should attend?** - This course is intended for new school administrators who will be responsible for day-to-day maintenance of the school's financial records and finance staff who need to know how to use Star Accounts.

**Aim** - The aim of this course is to ensure that new school administrators are given the initial training required to maintain the school financial records in accordance with financial regulations and audit requirements. Delegates will have the opportunity to learn the basics of Star Accounts and will work through exercises using the system, including producing reports, monthly reconciliations and downloads. This course is normally undertaken as the second day of a two day course in conjunction with Basic Financial Procedures (CSF10).

### CSF05 Strategic Overview of School Finance

**16<sup>th</sup> September 2008**

**09:30 – 13:00**

**EcoTech Centre, Swaffham**

**Who should attend?** - This course is intended for new Head and Deputy Headteachers, Bursars and budget holders and staff with little or no experience of budget setting and budget monitoring who may be required to undertake these functions.

**Aim** - The aim of this course is to ensure that staff with delegated responsibilities for managing resources are familiar with the strategic procedures required of them, to enable them to contribute towards maintaining and improving the school's financial efficiency and effectiveness.

### CSF13 Financial Management Standard in Schools (FMSiS) Overview

***This course is primarily for schools in the Western Area, but other schools may also attend***

**15<sup>th</sup> October 2008**

**09:30 – 11:00**

**West Norfolk PDC, King's Lynn**

**6<sup>th</sup> November 2008**

**09:30 – 11:00**

**EcoTech Centre, Swaffham**

**Who should attend?** - This session is intended for headteachers, governors and school staff who will be involved in the school's FMSiS submission.

**Aim** – The aim of this session is to give school staff and governors an overview of the Financial Management Standard in Schools (FMSiS) and what will be required of them.

### CSF14 Financial Management Standard in Schools (FMSiS) Workshop

8 <sup>th</sup> September 2008	09:30 – 13:00	Professional Development Centre, Norwich
12 <sup>th</sup> September 2008	09:30 – 13:00	Professional Development Centre, Norwich
7 <sup>th</sup> October 2008	09:30 – 13:00	Professional Development Centre, Norwich
22 <sup>nd</sup> October 2008	09:30 – 13:00	Professional Development Centre, Norwich

**Who should attend?** – This session is intended for headteachers and school staff who will be involved with carrying out the self-evaluation of the school's financial management systems.

**Aim** – The aim of this course is to enable delegates to work through the self-evaluation questionnaire, while receiving guidance on what evidence will be required to meet the standard and how to present it. The session also covers what is included in the Financial Management Toolkit and what the External Assessment Process involves.

### CSF15 School Finance Policy

13 <sup>th</sup> November 2008		09:30 – 13:00	Professional Development Centre, Norwich
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**Who should attend?** - This course is intended for members of staff involved in the construction and review of the school's Finance Policy.

**Aim** - The aim of this course is to help headteachers and members of staff implement and then maintain a comprehensive Finance Policy. Delegates will find out how the Finance Policy is a vital part of the FMSiS standard. They will be able to bring their own policy to the session for review or begin to create a new policy for their school.



<b>CSF16 Finance Software Refresher for Star Accounts</b>			
<b>23<sup>rd</sup> October 2008</b>		<b>09:30 – 13:00</b>	<b>Professional Development Centre, Norwich</b>
<b>Who should attend?</b> - This course is intended for members of staff involved in processing financial transactions and maintaining the school's financial system (Star Accounts).			
<b>Aim</b> - The aim of this course is to provide established school administrators with the opportunity to ensure that they are using their financial system to its full functionality, or simply to ensure their skills are up-to-date. Includes an overview of the system, useful reports and how to speed up every day tasks. Delegates can also raise any other queries or issues they may have with their accounting software.			

**Venues:** Professional Development Centre, Woodside Road, Norwich, NR7 9QL  
EcoTech Centre, Turbine Way, Swaffham, PE37 7HT  
West Norfolk Professional Development Centre, Kilham's Way, King's Lynn, PE30 2HU

Ring 01603 223390 for more information about training courses or to discuss your training requirements
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