

Finance and Financial Software Training

Children's Services Finance offer a wide range of finance courses covering topics such as Basic Financial Procedures, Use of Cash Accounts & LM Account, Monitoring & Reporting the School Budget and Dinner Register Spreadsheet.

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

Please find attached the scheduled training courses for the remainder of this financial year.

For further information on any course please contact Joanne Cooper - Training Officer on 01603 224271 or E-mail: joanne.cooper@norfolk.gov.uk

To book a place on a course please contact Stuart Baldry – Training Administrator on 01603 223390 or E-mail: stuart.baldry@norfolk.gov.uk

November 2006 to March 2007



every child matters
a brighter future for Norfolk's young people



Norfolk County Council
at your service

BOOKING REQUEST

YOUR INFORMATION

Title.....
First Name.....
Surname.....
School.....
.....
Telephone Number.....
E-Mail.....
Fax.....

COURSE DETAILS

Course Ref No.....
Course Title.....
.....
Date.....
Special requirements (e.g. wheelchair
access, dietary)
.....
.....

OTHER WAYS TO BOOK

Telephone

01603 223390

Internet

<http://efs.norfolk.gov.uk>

(Select 'C' from the A-Z)

Post (complete form and return to)

Education Finance Support Training
Room 047 County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DL

CANCELLATION CHARGES

Notification of cancellation received 10 working days prior to the commencement of the course will be subject to a charge of 50% of the course fee. Failure to cancel within this time frame will incur the full cost of the course.

All cancellations must be made in writing or via e-mail.

PAYMENT METHOD

Please journal the amount of the above course (as shown on the course details form) from the following account

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Cost Centre
(School Location Code)

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Subjective Code

Signature

.....
Authorised signature

FINANCE AND FINANCIAL SOFTWARE TRAINING NOVEMBER 2006 - MARCH 2007

CSF01 Revising and Forecasting the Budget

(£130.00 per delegate)

9th November 2006

09.30 - 16.00

Heartsease Training Suite (Norwich)

Who Should attend? - Those staff responsible for the setting and monitoring of the School's Budget Plan.

Objectives - This course will advise delegates of the best practice for financial procedures specifically in relation to revising the current years budget and forward planning. We look at best practice in relation to forecasting income and expenditure levels in line with DfES requirements.

CSF02 Monitoring and Reporting on the Budget

(£130.00 per delegate)

22nd November 2006

09.30 - 16.00

Heartsease Training Suite (Norwich)

Who Should Attend? - Staff responsible for producing and checking financial reports against the current years budget.

Delegates responsible for ensuring that the budget is managed effectively may also wish to attend.

Objectives - This course will cover the areas of responsibility and accountability in relation to monitoring the schools budget in accordance with requirements. Delegates will also be shown how to make full use of their accounting software to facilitate effective budget monitoring.

CSF03 Budget Workshops

(£80.00 per delegate)

22nd February 2007

09:30 - 13.00

The EcoTech Centre (Swaffham)

27th February 2007

09:30 - 13.00

Heartsease Training Suite (Norwich)

28th February 2007

09:30 - 13.00

Heartsease Training Suite (Norwich)

1st March 2007

09:30 - 13.00

Heartsease Training Suite (Norwich)

6th March 2007

09:30 - 13.00

The EcoTech Centre (Swaffham)

8th March 2007

09:30 - 13.00

The EcoTech Centre (Swaffham)

13th March 2007

09:30 - 13.00

Heartsease Training Suite (Norwich)

14th March 2007

09:30 - 13.00

Heartsease Training Suite (Norwich)

Who should attend? - Those staff responsible for constructing/setting the School Budget Plan

Objectives - This session is an opportunity for schools to complete their budget plans in a supported environment away from school. Finance Support Officers will be on-hand to offer any advice as needed.

FINANCE AND FINANCIAL SOFTWARE TRAINING NOVEMBER 2006 - MARCH 2007

CSF04 Accounting for the School Fund

(£80.00 per delegate)

27th March 2007

09.30 - 13.00

Heartsease Training Suite (Norwich)

Who should attend? - Those staff responsible for the administration, processing and accounting of the school fund

Objectives - This course aims to ensure that delegates are aware of best practice when accounting for the school fund, including audit and local authority requirements and procedures.

CSF06 Financial Procedures Refresher

(£80.00 per delegate)

14th November 2006

09:30 - 13.00

The EcoTech Centre (Swaffham)

Who should attend? - Established school finance staff responsible for financial administration who would benefit from an update on financial procedures

Objectives - To provide school finance administrators with sound financial knowledge, reinforcing the current knowledge of finance staff whilst ensuring that they are up to date with all procedures in an ever-changing environment.

CFS07 How to use the Budget Planner Spreadsheet

(£80.00 per delegate)

5th December 2006

09:30 - 13:00

Heartsease Training Suite (Norwich)

31st January 2007

09:30 - 13.00

Heartsease Training Suite (Norwich)

6th February 2007

09:30 - 13.00

The EcoTech Centre (Swaffham)

Who should attend? - Those staff who are required to use the Budget Planner Spreadsheet to set and revise budgets and are unfamiliar with the full functionality of the tool.

Objectives - To ensure familiarity with the budget planner spreadsheet, including effective use of the staffing spreadsheets and pupil forecaster tool.

FINANCE AND FINANCIAL SOFTWARE TRAINING NOVEMBER 2006 - MARCH 2007

CSF09 Dinner Register Spreadsheet

(£80.00 per delegate)

16th January 2007

09:30 - 13:00

Heartsease Training Suite (Norwich)

Who should attend? - Staff that would like use the new dinner register spreadsheet for controlling dinner money

Objectives - To ensure that staff operating the dinner register spreadsheet are familiar with its full functionality

CSF10 Basic Financial Procedures

(£130.00 per delegate)

7th November 2006

09:30 - 16:00

Heartsease Training Suite (Norwich)

12th January 2007

09:30 - 16:00

Heartsease Training Suite (Norwich)

Who should attend? - Staff with little or no previous experience of school financial procedures who could provide temporary short-term cover in the absence of the schools finance administrator. New school finance officers/secretaries will also attend this course as part of their initial training (See CSF11)

Objectives - This course is designed to guarantee the school has a mechanism in place to meet the standards as outlined in the Ofsted Publication 'Keeping Your Balance'

CSF11 New School Finance Staff Induction

(No Charge)

17th November 2006

10:00 - 15:00

Heartsease Training Suite (Norwich)

17th January 2007

10:00 - 15:00

Heartsease Training Suite (Norwich)

Who should attend? - This course is intended for new school administrators who will be responsible for the day-to-day maintenance of the schools financial records.

This course covers two days - the first session is the Basic Financial Procedures course as detailed in CSF10.

Objectives - This course aims 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.

FINANCE AND FINANCIAL SOFTWARE TRAINING NOVEMBER 2006 - MARCH 2007

CSF12 Cash Accounts Refresher

(£80.00 per delegate)

7th December 2006

09:30 - 13:00

Heartsease Training Suite (Norwich)

Who should attend? - Those staff responsible for processing financial transactions and maintaining the schools Cash Accounts Software.

Objectives - To enable established school administrators the opportunity to ensure that they are using the system to its full functionality, or simply to ensure their skills are up-to-date.

CSF13 LM Account Refresher

(£80.00 per delegate)

6th December 2006

09:30 - 13:00

Heartsease Training Suite (Norwich)

Who should attend? - Those staff responsible for processing financial transactions and maintaining the schools LM Accounts Software.

Objectives - To enable established school administrators the opportunity to ensure that they are using the system to its full functionality, or simply to ensure their skills are up-to-date.

CSF14 Extended Schools

(£80.00 per delegate)

23rd November 2006

09:30 - 13:00

Heartsease Training Suite (Norwich)

Who should attend? - Those staff responsible for the administration, processing and accounting for extended schools

Objectives - To ensure that delegates are aware of best practice when accounting for Extended Schools activities, including local authority requirements and procedures