

Your ref:		Please ask for:	Denise Beckett/Allison Burrell
My ref:	DB/CB DB/1455	Contact Number:	01603 224271/01603 228897
Date:	30 May 2003	Email:	denise.beckett@norfolk.gov.uk allison.burrell@norfolk.gov.uk

To: Headteacher
All Schools

Dear Headteacher

FINANCE TRAINING

In response to continued requests from Schools, Finance Support is pleased to add three new courses to the current training programme offered on financial management and administration in Schools.

The new courses will be added to those already available in the Training Brochure, which was recently sent out.

The additional courses will be:

1. **Overview of School Finances** - this course was introduced in response to requests from school staff requiring an overview of financial procedures and funding issues as part of their professional development and for staff with budget responsibilities.
2. **Induction/Refresher Training for New School Secretaries** - this course is designed for staff responsible for the financial administration who are new to working in Schools or who would benefit from updating current skills and knowledge of financial procedures.
3. **Basic Financial Procedures** - have you ever considered what the School would do if the finance administrator were absent? This course has been introduced in response to requests from Schools to provide training for staff to ensure financial control in the absence of key personnel in accordance with the standards in the Ofsted publication 'Keeping Your Balance'.

Continued/.....

A full breakdown of course content and objectives for each of these courses is attached. It is hoped to run one session for each of the new courses termly beginning in September 2003. Please indicate on the attached form which of these courses you would be interested in. Dates will be advised when numbers are confirmed.

I would also like to take this opportunity to update you on the courses currently available.

Revising & Forecasting – (full breakdown of course content attached with available dates)

This course will focus on the importance of forecasting. The intention is to use the course to introduce a forecasting tool to facilitate forward planning. Forecasting is becoming an increasingly complicated procedure and one that is crucial with the DfES requirement for compulsory three-year budget plans from April 2004.

Monitoring & Reporting – (full breakdown of course content attached with available dates)

This course will run during the Autumn Term, which we felt would be a particularly relevant time for Schools to be performing this exercise.

If you are interested in any of these courses please complete the attached form and return as soon as possible as numbers will be limited. In the meantime if you have any further queries on the content of any of these courses please contact me on the above number.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Beckett', with a small dot at the end.

Denise Beckett
Finance Support/Training Officer

Revising & Forecasting The Budget High Schools Only

(Course Ref EFS001.1)

Target Group:	For those staff responsible for the setting/monitoring of the School's Budget Plan
Content:	To advise on best practice for financial procedures specific to revising and forward planning. The course will introduce a management tool to facilitate the calculation of future funding, which is becoming increasingly complicated. We will look at best practice in relation to forecasting income and expenditure relative to the DfES requirement to produce three-year budget plans from April 2004.
Objectives:	<p>To ensure better understanding and knowledge of the following:</p> <p>Session 1 – Revising current year</p> <ul style="list-style-type: none">• Why & When to revise the School's Budget• Recommended procedure for revising the budget• Revising funding changes, ie using the internet to get latest updates (practical hands on access available at Heartsease Training Suite)• Using the Budget Plan Spreadsheet• Calculating staffing costs for revision purposes to account for changes to Salary Support Grant, etc <p>Session 2 – Forecasting</p> <ul style="list-style-type: none">• Forward Planning including:• Changes to pupil numbers• Changes to funding• Changes to Post 16 Funding• Introduction of newly developed management tool to facilitate forecasting
Duration:	One Full Day
Delivery:	Training is delivered by the Finance Support Training Team.
Cost:	£120 including lunch and refreshments
Dates:	7 July, 2003 – Heartsease Training Suite 18 July, 2003 – West Norfolk PDC

Revising & Forecasting The Budget

(Course Ref EFS001)

Target Group: For those staff responsible for the setting/monitoring of the School's Budget Plan

Content: To advise on best practice for financial procedures specific to revising and forward planning. The course will introduce a management tool to facilitate the calculation of future funding, which is becoming increasingly complicated. We will look at best practice in relation to forecasting income and expenditure relative to the DfES requirement to produce three-year budget plans from April 2004.

Objectives: To ensure better understanding and knowledge of the following:

Session 1 – Revising current year

- Why & When to revise the School's Budget
- Recommended procedure for revising the budget
- Revising funding changes, ie using the Internet to get latest updates (practical hands on access available at Heartsease Training Suite)
- Using the Budget Plan Spreadsheet
- Calculating staffing costs for revision purposes to account for changes to Salary Support Grant, etc

Session 2 – Forecasting

- Forward Planning including:
- Changes to pupil numbers including accounting for changes to Infant Class Size Grant
- Changes to funding
- How best to use management tool available to facilitate forecasting

Duration: One Full Day

Delivery: Training is delivered by the Finance Support Training Team.

Cost: £120 including lunch and refreshments

Dates: 24 June, 2003 – West Norfolk PDC
26 June, 2003 – West Norfolk PDC

1 July, 2003 – Heartsease Training Suite
2 July, 2003 – Heartsease Training Suite
8 July, 2003 – West Norfolk PDC
11 July, 2003 – Heartsease Training Suite

Monitoring and Reporting

(Course Ref EFS002)

Target Group:	All those responsible for providing financial reports and those responsible for ensuring the budget is managed effectively.
Content:	Two sessions – the first covers the financial controls and areas of responsibility and accountability in relation to Monitoring and Reporting. The second session focuses on the different reports available to the Schools through their accounting software package.
Objectives:	<p>Session 1 - To ensure financial control is carried out by reviewing the current position. To advise on how to take remedial action when necessary. To cover the procedure involved for effective budget monitoring. To enforce a greater understanding of how to ensure financial decisions are being implemented and how to take action where changes are needed. To advise on responsibility and accountability.</p> <p>Session 2 – Covers the reports which should be produced monthly and how to use them effectively. It also introduces other reports the school may find useful.</p>
Duration:	One full day
Delivery:	Training is delivered by the Finance Support Training Team and the Software & Training Support Officer
Cost:	£120 per person – including lunch and refreshments
Dates:	<p>14 October, 2003 – Heartsease Training Suite 16 October, 2003 – Heartsease Training Suite</p> <p>11 November, 2003 – West Norfolk PDC 13 November, 2003 – West Norfolk PDC 18 November, 2003 – West Norfolk PDC 20 November, 2003 – Heartsease Training Suite</p>

Overview of School Finances

(Course Ref EFS008)

(Developing Competencies)

Target Group:	For school staff requiring an overview of financial procedures and funding issues with little or no previous financial experience, eg Budget Holders/ Deputy Headteachers
Content:	<ul style="list-style-type: none">• Overview of Funding• Schools Budget Shares• Financial Controls – Finance Procedures Manual/Ofsted Publications• Provision of financial information including the Budget Cycle• Financial Planning – Management Plan/ Finance Policy• Financial Controls – responsibilities/separation of duties, etc• Schools Budget Plans• Overview of Management Tools available (LMAC/CA/Budget Planner)• Budget Monitoring• Completing the Standards Questionnaire in the Ofsted publication 'Keeping Your Balance'• Financial benchmarking• Best Value• Overview of how to use Internet to help with school finance
Objectives:	To ensure those staff with delegated responsibilities for managing resources, either now or in the future, have an understanding of financial procedures including budgeting and monitoring expenditure so that they can contribute towards improving the school's efficiency and effectiveness.
Duration:	One half day session
Delivery:	Training will be delivered by the Finance Support Training Team.
Cost:	£60 (lunch not included)
Dates:	To be advised

Induction/Refresher Training for New School Secretaries Finance Administrators (Course Ref EFS009)

Target Group: New School Staff responsible for financial administration. School staff who would benefit from an update on financial procedures.

Content:

- Financial Procedures
- Responsibilities/Requirements of School with reference to publications (Finance Procedures Manual/Ofsted Publications/VAT Manual/User Guides)
- Basic banking procedures (security/keeping petty cash)
- Service Level Agreement – Contracts/Contacts - expectations yours/ours
- Day to Day Processing
- Coding
- Processing
- Filing
- Funding (Budget Share/Earmarked Sums)
- Reporting (Monitoring & Controlling the budgets)
- Problem solving
- Time Tables (the budget cycle/schedule of dates)
- Spreadsheets (overview of tools available LMAC/CA/Budget Planner)
- Audit Requirements
- Minimum retention of records
- Commitments
- Unofficial Funds
- Overview of how to use the Internet to help with School finance

Objectives: To provide new school administrators with sound financial training and reinforce knowledge for staff seeking reassurance on financial procedures. Provides school staff currently in post with an opportunity to refresh/update knowledge.

Duration: One Full Day

Delivery: Training will be delivered by the Finance Support Training Team

Cost: £120 per person including lunch and refreshments

Dates: To be advised

Basic Financial Procedures

(Course Ref EFS010)

Target Group:	Staff who want to familiarise themselves with basic financial procedures and requirements
Content:	<p>Two Sessions:</p> <p>Session 1 covers the day-to-day maintenance of school financial records including:</p> <ul style="list-style-type: none">• Basic financial procedures• Retention of Records• Contacts – eg Personnel Officer• Contracts – eg Service Level Agreements• Receiving goods• Delivery notes• Purchasing• Ordering goods• Processing invoices including coding• Recording income• Filing• Banking Procedures• Completing Forms – supply, etc <p>Session 2 covers processing and getting around the school specific accounting spreadsheet including:</p> <ul style="list-style-type: none">• LM Account or• Cash Accounts
Objectives:	In many schools there is often only one person who undertakes all the school's financial administration. If they are absent for any length of time or leave the school, critical expertise and knowledge could be lost and this would be difficult to replace immediately. This course provides the School with a back up in accordance with the standards outlined in the Ofsted publication 'Keeping Your Balance'.
Duration:	One Full Day
Delivery:	Training will be delivered by the Finance Support Training team and the Software & Training Support Officer
Cost:	£120 per person including lunch and refreshments
Dates:	To be advised

BOOKING REQUEST

Your Information

☐ Mr ☐ Mrs ☐ Miss ☐ Ms

First Name _____

Surname _____

School _____

Telephone No _____

Fax No _____

Email _____

Course Details

Course ref no. _____

Course Title _____

Course Date(s) _____

Delegate Name (1) _____

Delegate Name (2) _____

Payment Method

Please journal the amount of the above course (as shown in the brochure) from the following account, otherwise invoice the school:

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Signature _____
Authorised Signature

OTHER WAYS TO BOOK

Phone:

Finance Training (01603) 228897

Mail:

Complete form and post to

Education Financial and ICT Services
County Hall
Martineau Lane
Norwich
NR1 2DL

CANCELLATION CHARGES

Notification of cancellation received
15 – 28 days prior to commencement
of course will be subject to a charge
of 50% of the course fee

No refunds will be given for
cancellation within 14 days of the
course

All cancellations must be made in
writing.

SPECIAL REQUIREMENTS

(Eg Dietary, Wheelchair access)
