



Finance & Financial Software Training

Spring 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, School Finance Procedures, Budget Workshops 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 2 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 csfinancetraining@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.

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 Spring Term 2010.

FINANCE AND FINANCIAL SOFTWARE TRAINING JAN – MAR 2010

Spring Term Dates	Places available on the following courses:			
6 th January 2010	09:30 – 13:00	FMSiS Workshop		<i>Norwich</i>
12 th January 2010	09:30 – 13:00	FMSiS Workshop		<i>King's Lynn</i>
13 th January 2010	09:30 – 16:00	Welcome to School Finance		<i>Norwich</i>
14 th January 2010	09:30 – 16:00	Star Accounts Foundation		<i>Norwich</i>
19 th January 2010	09:30 – 13:00	Dinner Monies Database		<i>Swaffham</i>
20 th January 2010	09:30 – 13:00	Star Overview		<i>Swaffham</i>
2 nd February 2010	09:30 – 13:00	Star Overview		<i>Norwich</i>
4 th February 2010	09:30 – 13:00	Star Overview		<i>King's Lynn</i>
11 th February 2010	09:30 – 13:00	Star Lettings & Invoices		<i>King's Lynn</i>
12 th February 2010	09:30 – 13:00	Star Lettings & Invoices		<i>Swaffham</i>
22 nd February 2010	13:30 – 16:00	Budget Setting		<i>Norwich</i>
23 rd February 2010 – 24 th March	9.30 – 14.30	Budget Workshops		<i>Norwich & King's Lynn</i>

CSF01 Dinner Monies Database

19th January 2010

09:30 – 13:00

EcoTech Centre, Swaffham

Who should attend? - 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.

Aim - The aim of this course is to ensure that staff operating the Dinner Monies Database are familiar with its functionality.

This course will cover:

- Audit requirements
- Overview of the Database
- Entering class/pupil names
- Recording Cash received
- Weekly roll forward
- Milk/Snack Money
- Staff Dinners

Course fee: £88

Note: The fee includes the Dinner Monies Database software, which is available only to delegates attending this course

CSF07 Budget Setting

22nd February 2010

09:30 – 16:00

Professional Development Centre, Norwich

Who should attend? – Staff who are new to budgets who would like to understand the basics of budget setting and how to use the Budget Planner software to set and revise budgets.

Aim - The aim of this course is to ensure that staff know where to find information to help create a budget from scratch and can use the Budget Planner to calculate staffing costs, set and revise the budgets and print the budget plan.

This course will cover:

- Roles and responsibilities
- Funding and budget share
- The budget pack
- Staffing costs
- Setting the budget plan
- Budget Commentary Form
- Balances
- Using the Budget Planner Software

Course fee: £143

CSF05 Star Lettings and Invoices

11th February 2010
12th February 2010

09:30 – 13:00
09:30 – 13:00

West Norfolk PDC, King's Lynn
EcoTech Centre, Swaffham

Who should attend? - Staff who would like to use Star Accounts for issuing invoices and / or maintaining lettings.

Aim - The aim of this course is to provide a practical based training course to enable delegates to make effective use of the Debtors function within Star Accounts.

The course will cover:

- 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

Course fee: £88

CSF11 Financial Management Standard in Schools (FMSiS) Workshop

6th January 2010
12th January 2010

09:30 – 13:00
09:30 – 13:00

Professional Development Centre, Norwich
West Norfolk PDC, King's Lynn

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

Aim – The aim of this course is to provide delegates with information about the requirements of FMSiS and what evidence will be required to achieve the standard. The session includes full guidance on the use of Norfolk specific forms and checklists.

Coverage of the course includes:

- Background and timetable
- FMSiS website
- Assessment tool and checklist
- External Assessment process
- Celebrating success

Course fee: £88 (Free for up to two delegates with the Primary School FMSiS Support Package)

CSF13 Star Overview

20 th January 2010	09:30 – 13:00	EcoTech Centre, Swaffham
2 nd February 2010	09:30 – 13:00	Professional Development Centre, Norwich
4 th February 2010	09:30 – 13:00	West Norfolk PDC, King's Lynn

Who should attend? – Headteachers and senior managers with financial responsibilities who would like an overview of the new Star Accounts financial accounting software.

Aim – This course provides an overview of the functionality of Star Accounts. It covers responsibilities, what is included within the month end documentation and what reports are available for printing

The course will cover:

- Overview of the system
- Responsibilities
- The Reconciliation Statement and supporting documentation
- Monthly monitoring reports
- Star reporting

Course fee: £88

CSF17 Welcome to School Finance**Induction Day 1****13th January 2010****09:30 – 16:00****Professional Development Centre, Norwich**

Who should attend? - This session is intended for new school finance staff or staff who require a basic overview of school finances.

Aim - This course aims to provide new finance staff with an introduction to school finances. It takes an interactive approach as delegates explore essential elements of school budgets and financial procedures.

- Roles and Responsibilities
- Budget Share
- The Budget Plan
- Financial procedures and controls
- VAT
- Budget monitoring
- Sources of information

It does not involve the use of Star Accounts (see CSF18).

Course fee: Free of charge

CSF18 Star Accounts Foundation**Induction Day 2****14th January 2010****09:30 – 16:00****Professional Development Centre, Norwich**

Who should attend? - This course is intended for new school finance staff or those who need basic training on Star Accounts.

Aim - The aim of this course is to ensure that delegates can use Star Accounts to raise orders, process invoices and perform a bank reconciliation and period end. This course offers plenty of time to practice using Star Accounts in a safe environment.

It is recommended that new finance staff attend both of the induction days.

This session will cover:

- Processing orders
- Processing invoices
- Processing downloads
- Performing a bank reconciliation
- Running the period end process
- Setting up department codes
- Entering budgets

Course fee: Free of charge

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

The new Training Brochure for 2010/11 will be out in February 2010

Book online at <http://www.eficts.norfolk.gov.uk/Finance/Training/>

Email csfinancetraining@norfolk.gov.uk with details of the course, yourself and your school

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