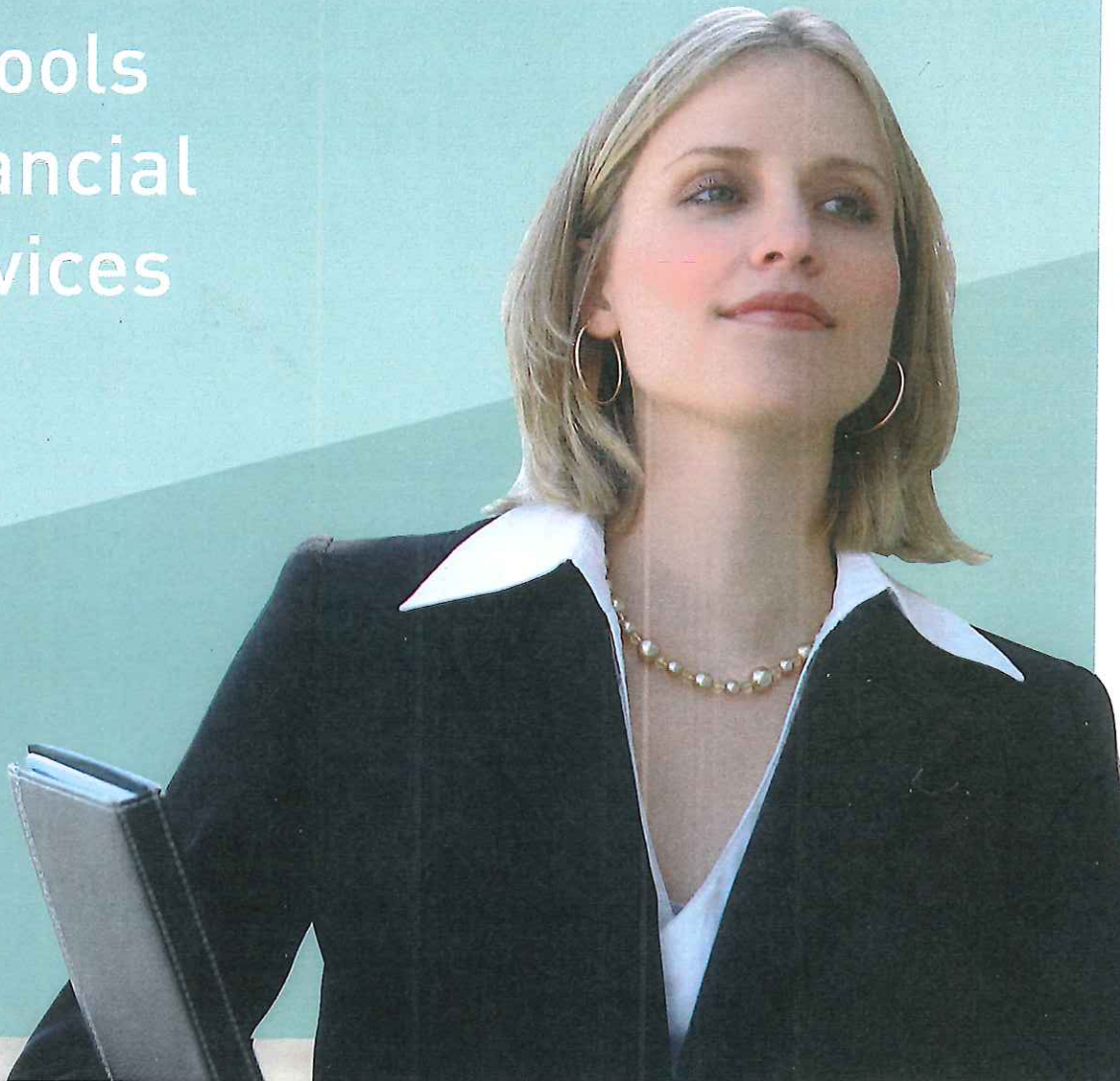




SCHOOLS FINANCIAL SERVICES

# Schools Financial Services



## We're here to help you

SFS is the leading provider of financial services to schools and academies in Birmingham. We offer a comprehensive range of financial management services designed to meet your requirements. Our services are provided by a team of highly motivated and fully trained professionals working in partnership with you.

Our success has been in building strong relationships with schools and academies by designing and delivering a service which meets your financial management requirements and is responsive to change.

## Some of the advantages of choosing SFS

- Our commitment to customer care ensures that we frequently monitor and review our service and its delivery
- Telephone help line with the ability to offer Remote System support access to your financial management system
- Access to the City Council's Voyager system
- All of our staff are CRB checked in accordance with the Safeguarding Children regulations
- We are a non profit making organisation with a published price list offering a Value for Money service
- You will be issued with a Service Level Agreement or Contract, allocated a dedicated Finance Officer and an Area Finance Manager who you can contact at any time to discuss, review or amend your service





# Our Services

We have a customer led approach in designing bespoke packages that meet with your unique requirements. This approach has enabled us to agree a variety of Service Level Agreements and Contracts, ranging from a fully comprehensive Business Management Service to a light touch Consultancy Service.

## Our Core Services are:

### ■ Financial Bursary Service

An enhanced service undertaking the financial administration functions enabling you to fulfil your management responsibilities. This service will provide you with the assurance that effective financial management is in place and will support you with the growing financial challenges facing your school.

Key features of this service (normally delivered on a weekly or fortnightly basis) include:

- Production of timely financial management reports
- Attendance at Finance Committee Meetings
- Governing Body Meeting attendance
- Strategic management planning and support
- Regular meetings with the Head Teacher, Bursar or Business Manager
- Financial management system maintenance



## ■ Financial Consultancy Service

This service ensures your School of an independent view of your financial position to support and enhance your own monitoring systems.

Key features of this service (normally delivered on a termly or half termly basis) include:

- Advice and guidance on the maintenance of your financial management information system
- Advice and guidance on your school's current financial position
- Strategic planning support
- Meetings with the Head Teacher, Bursar or Business Manager
- Production of regular staffing forecasts

## ■ Tailored Services

If neither a Bursary nor a Consultancy Service are what you are looking for then we can offer you a bespoke service designed to meet your needs.

Whatever your requirements may be, whether you are requiring support three days a week or just a day a month, we can provide a service that exactly matches your individual specifications.

## ■ School Business Management Service

This service recognises the ever increasing demand in schools for business management services and that not every school has the resources to employ their own Business Manager. We are able to offer a fully comprehensive service or a range of menu options that can leave head teachers and other senior leaders to concentrate on leading teaching and learning.

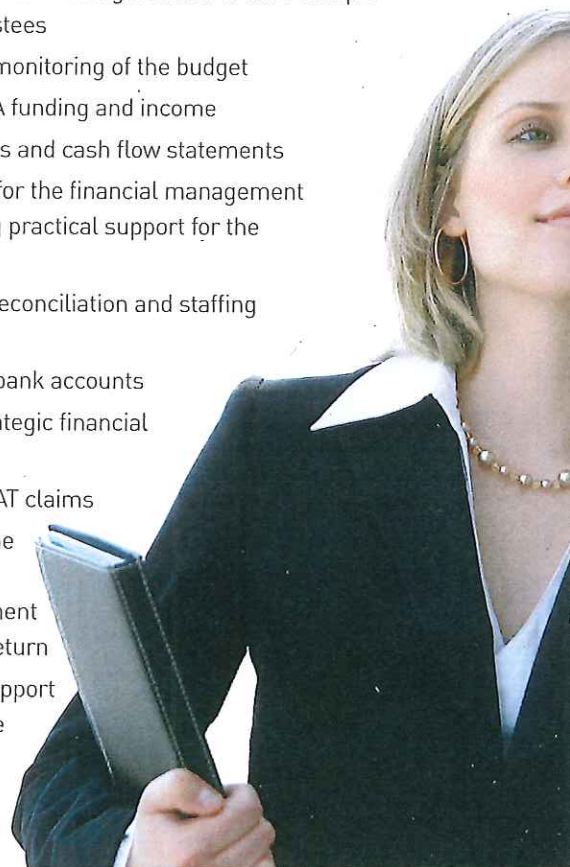
## ■ Services for Academies

Since the new Academies Bill of May 2010 we have supported schools throughout the conversion process and once they have become an Academy, we have continued to offer support at whatever level has been required.

We understand the practical operation of academies, the management implications of controlling financial resources and the requirement to ensure regularity and propriety.

We have a customer led approach in designing bespoke packages tailored to meet your individual requirements. Some examples of the services we provide include:

- Guidance and support during the conversion process.
- Financial support and strategic advice to the Principal and Board of Trustees
- Preparation and monitoring of the budget
- Processing of EFA funding and income
- Monitoring reports and cash flow statements
- Ongoing support for the financial management function including practical support for the finance staff
- Salary checking/reconciliation and staffing spreadsheets
- Reconciliation of bank accounts
- Medium term strategic financial forecasts
- Assistance with VAT claims
- Assistance with the preparation of the Whole of Government Accounts (WGA) return
- Assistance and support to the Responsible Officer/Audit Committee





# Supplementary Services and Products

## ■ Miscellaneous Support

We can provide experienced staff, at a very competitive rate, to provide support in various different roles, including:

- Financial Cover Service, for when your finance staff are absent, or if you require occasional support with financial administrative tasks
- Completion of Workforce Census
- Inputting of income onto Income Portal
- Admin Cover Service, for when you need additional administrative support in your office even when it is not finance related
- Inputting of Performance Management Data onto the HR Portal
- Production of Asset Register/Inventory Record

## ■ Strategic Financial Forecast

A CD ROM disk is available for purchase so that you can produce your own financial forecast. This is essential for all schools in meeting your medium term objectives and will comply with SFVS, OFSTED and Audit requirements.

## ■ Schools Financial Value Standard (SFVS)

SFS can provide a range of support, advice and guidance packages to schools to assist them in achieving the SFVS. We can offer training workshops for school staff and school governors in understanding and interpreting the questions relating to the Standard and we can provide clarification on the evidence that is needed to meet each of the questions. In addition, we are able to help and support schools and governors in the completion of the Self Assessment Report which is a requirement of the Standard and which must be submitted to the Local Authority on an annual basis.

## ■ Training for Governors

Training for governing bodies on all aspects of strategic financial management.

## ■ Budget Management Training (BMT)

A very successful training course specifically designed for school based staff, with excellent feedback from course participants.

## ■ Auditing of school fund accounts

It is a requirement for all schools to have annual audited financial statements of all unofficial funds. We have experienced Finance Officers available to provide this service for you.

If you require any further information on how you could benefit from our services then contact your Area Finance Manager who will be happy to hear from you to discuss your requirements.



## Support with New Initiatives and Developments

We are at the forefront of new initiatives and developments. As part of the LA we are aware of legislative changes that effect finance in schools and academies and are proactive in tailoring services to accommodate these variations. We are aware of the ever increasing demands being placed on you and we try to assist by adapting our services accordingly to meet your requirements. We have many new exciting initiatives we are currently developing that we will advise you about shortly.



## SFS Contacts

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