

Access Budgets Contract Requirements

Birmingham City Council has agreed a new contract with Access to provide budgeting software for all Birmingham schools.

If your school currently pays for Access Budgets – either directly or through a reseller – you need to take action, so you are moved onto the new Birmingham contract and are not charged twice.

What you need to do depends on how you currently buy Access Budgets.

1. If your school has a direct contract with Access

Please send **Draft Email 1** to Access.

You will need to:

- Fill in the online cancellation form
- Clearly say that your contract needs to be moved to the Birmingham City Council contract
- Copy Sophie.Hoult@theaccessgroup.com into your message

This makes sure your data stays safe and your billing transfers correctly.

2. If your school buys Access Budgets through a reseller

(For example: Entrust, S4S, SIPS, or any other third-party provider)

Please send **Draft Email 2** to your reseller.

You will need to:

- Ask them to end your current contract
- Ask them to notify Access so your budget data can be moved to the Birmingham system
- Copy Sabrina.Bryan@birmingham.gov.uk and Sophie.Hoult@theaccessgroup.com into all emails

Please be aware that resellers may have their own rules about cancelling contracts.

Completing these steps means:

- Your current budget data stays safe
- Your account is moved to the Birmingham City Council contract
- You will **not** need to include Access Budgets in next year's school budget

DRAFT EMAIL 1 – For Schools with Direct Access Contracts

Subject: Important Action Required: Access Budgets Contract Transfer

Dear **[School Name]**,

Birmingham City Council has signed a new contract with Access to provide budgeting software for all Birmingham schools. Our records show that your school currently has a direct contract with Access.

To avoid being billed twice and to move you onto the Birmingham contract, please do the following:

- Complete the online cancellation form: <https://help-financehub.theaccessgroup.com/en/articles/11662394-our-new-contact-us-experience>
- In your request, include this statement:
“Birmingham Local Authority has signed a contract with Access, and it was confirmed that our direct contract would be moved to the Birmingham LA contract. Therefore, this contract needs to be cancelled.”
- Ask the off-boarding team to copy Sophie.Hoult@theaccessgroup.com into their reply

This will keep your existing budget data safe and move billing over to Birmingham City Council.

You do **not** need to budget for Access Budgets next year.

DRAFT EMAIL 2 – For Schools Using a Reseller (Entrust, S4S, SIPS, etc.)

Subject: Important Action Required: Access Budgets Contract Transfer

Dear **[School Name]**,

Birmingham City Council has signed a new contract with Access to provide budgeting software for all Birmingham schools. Our records show that your school buys Access Budgets through a third-party reseller.

To ensure you're moved to the Birmingham contract and not billed twice, please:

- Contact your reseller and ask them to end your current Access Budgets contract
- Ask them to confirm to Access that they approve the transfer of your budget data to Birmingham's system
- Copy Sabrina.Bryan@birmingham.gov.uk and Sophie.Hoult@theaccessgroup.com into all emails

Please note: some resellers allow immediate termination, but others may require you to stay until your renewal date.

Completing these steps keeps your data safe and moves billing to Birmingham City Council.

You do **not** need to add Access Budgets to next year's school budget.