School Finance Visit Information Log

Louth St Michael's Primary

Visit Date: **31/01/2024**

Nature of Visit: **Finance Meeting**

LCC Finance Officer:
Lee Mason (Senior Finance Technician)

School staff present:
Cara Russell (SBM)
Sarah Addison (Head Teacher)

Current Buyback Package: **Gold**

Your feedback is important to us. Please complete the Visit Feedback Survey within 2 weeks of your visit.
https://forms.office.com/e/QivV507Lub

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All work completed on the visit has been based on the information provided by the school. The school continues to have ownership and responsibility for its budget and therefore it is the school's responsibility to ensure the accuracy of all financial documents and update these documents accordingly.

Buyback level and Current scheduled visits

Current Buyback Package: Gold Silver Bronze Any Review to Buyback Level required: Yes / No Detail if Yes: Further visit required? Yes	
According to Schools Finance Team records the following visits are scheduled to take place:	
Current Financial Year Visit 1: DD/MM/YYYY Visit 2: DD/MM/YYYY Visit 3: DD/MM/YYYY Visit 4: DD/MM/YYYY	**Next Financial Year** Visit 1: 25/04/2024 Visit 2: 26/06/2024 Visit 3: 07/10/2024 Visit 4: 12/12/2024 Visit 5: 28/04/2025 Visit 6: 16/06/2025 Visit 7: 06/10/2025 Visit 8: 19/01/2026 Visit 9: 27/04/2026 Visit 10: 15/06/2026 Visit 11: 12/10/2026
If the school's full visit entitlement has not been booked for the current financial year and next financial year these should be booked during the visit and added to the table above.	

School Requirements from visit

School Fund query – LM to respond
Supply Teaching Insurance – Answered question
Utilities – LM to review – Reviewed
Premises insurance – Confirmed correct figures
Carry forward interest – Add a line in for this
Income – Card vouchers – Discussed – HeyCentric process resolves this
R93002 – Maternity income – Discussed

Actual Work carried out during visit

Discussed P Card tasks and need to process tasks in current financial year Discussed queries and will deal with all of these Checked all carry forwards correct Reviewed pupil numbers and school advise correct Checked tab 3c and confirmed correct Updated High Needs funding and reconciled year to date Updated targeted funding tab Updated teaching staff costs and reconciled year to date Reviewed Teaching overtime budget and increased Updated Support staff costs and reconciled year to date – small variance year to date approx. £120 Reviewed Support staff overtime and amended where required Reviewed all income and expenditure and amended accordingly Reviewed all grant funding and expenditure and amended accordingly

Tasks outstanding for school to complete

1	FSM bill for Wonde - £60 – Journal to F007
2	Allocate Recovery Premium funding
3	
4	
5	

Tasks outstanding for Schools Finance Team to complete

(including any queries raised by the school which require a response)

1	LM to look into income coded to budget which is for school fund – Total £753 – see email from CR 15/01/2024 – LM is progressing this
2	Tab 5b – cell DI49 – LM to correct ref error – Corrected and returned
3	
4	
5	

Projected Carry Forwards

Projected Budget Share Carry Forward		**Total Projected Pupil Premium Carry Forward (note): Each grant is independent but shown here as a total**	
Previous Year:	(88,240)	Previous Year:	(23,161)
Current Year:	(91,118)	Current Year:	(4,034)
Year 2:	(24,424)	Year 2:	(5,364)
Year 3:	47,381	Year 3:	(12,499)
Year 4:	178,973	Year 4:	(18,934)
Year 5:	382,421	Year 5:	(24,714)
Projected UIFSM Carry Forward:	1,663	**Projected PE & Sport Carry Forward**:	(3,360)
Note: Any figures in brackets demonstrate an underspend			

Any concerns

e.g. Budget position/Staffing capabilities/Headteacher/Governors:
Future years carry forward positions

Monitoring & Intervention

The Monitoring & Intervention Policy is available to view on LCC's website via the following link:
School finances – School budget shares - Lincolnshire County Council

The LA has a pro-active approach to monitoring and intervention. The aim is to identify schools with financial problems before they overspend, so that appropriate action can be taken. History has shown that the vast majority of schools with financial problems can be identified through this process, and the Council's Schools Finance Team visits.

Monitoring & Intervention Triggered?	**Yes**	**No**
Previous year Carry Forward Overspend 10k+ Primary / 50K+ Secondary		X
Current year Carry Forward Overspend (Budget) 10k+ Primary / 50k+ Secondary		X
Carry Forward reducing by 35k+ (Primary) or 50k+(Secondary) in any year Detail which years	Year 2 onwards	
Scenario Planning Discussed:		X
Use of Schools Benchmarking Discussed:		X

Pupil Number Projections		*Nursery Schools:* Participation level reduction by >10%	
Primary Schools: NOR <100 Reduction by 5+ pupils NOR 101<200 Reduction by 8 pupils or 5% NOR >201 Reduction by 15 pupils or 7%		*Secondary Schools:* NOR reduction by 15 pupils or 3% *Special Schools:* Place number reduction by 5 pupils or 5%	
Financial Year	**Pupil Numbers**	**Yes**	**No**

Previous Year:	307		X
Year 1	313		X
Year 2	309		X
Year 3	313		X
Year 4	313		X
Year 5	313		X

Grants	**Yes**	**No**
Grants fully utilised? If above triggers M&I does underspend mean M&I not triggered		X

Debt Management

When a school raises an invoice a credit is placed against its budget. If later it appears that the debt won't be paid, a bad debt provision is raised. The impact of this is to put a debit against the school's budget. Please note that the Council's policy is to create a bad debt provision on 31st March every year if the debt is more than 12 months old. If the debt is later recovered, the bad debt provision is reversed, and the school's budget is credited again. However, if the debt is deemed irrecoverable it is written off against the bad debt provision and there is no further impact on the school's budget.

Clearly the non recovery of debts has an adverse impact on school budgets. It is therefore in the interests of the school to assist Serco with debt recovery. See appendix A for the roles and responsibilities of Serco and the school in relation to debt management.

Does the school know how to run the aged debt report and understand the report?	Yes/No
Please state the last time the debt report was run.	01/2024
Does the school know what debt is outstanding for the school?	Yes/No
Are the school aware that they have a responsibility to chase any debt and that if it is not paid it will get written off and charged back to the school?	Yes/No
Are there any debts that the school has concerns about being re-paid? *If Yes please provide detail below:* School to deal with this	Yes/No
Has the school got any outstanding queries from Serco regarding outstanding debt? *If Yes please provide detail below:* Asked if want written off – Joanne Hopwood – School have responded	Yes/No

Visit Feedback

As a school that purchases the silver or gold level of service it is extremely important to us that the service you receive meets your expectations.

Your feedback is extremely important to us and will help ensure we provide schools with an excellent, professional service.

The link below will take you to a short survey.

As this survey relates to the actual visit, the subsequent visit notes we issue and the resolution of any action points / queries following the visit we would be grateful if you could complete and submit within two weeks of your visit.

https://forms.office.com/e/QivV507Lub

School Contact Details

Are the Headteacher and finance office receiving our monthly Schools Finance Team bulletins? We issue them monthly (except August) around the 7th working day of the month.

If you aren't receiving them but should be it means our records aren't up to date and therefore you will be missing out on important and useful information, not only in the regular monthly bulletins but also in ad hoc communications we regularly issue to our school contacts.

Please email schools_finance@lincolnshire.gov.uk with your details and we will ensure you are added to our contacts.

Contact Details

SCHOOLS FINANCE TEAM Contact Details			
@	**schools_finance@lincolnshire.gov.uk**	☎	01522 550555
🕘	The Schools Finance Team Helpdesk is available from 9.00am to 5.00pm Monday to Thursday and from 9.00am to 4.45pm Friday		
	Helpdesk Finance Technicians:	Vita Krammer, Nick Parkes, Gintare Yokson	

SCHOOLS FINANCE TEAM Other Email Addresses		
@	sbss@lincolnshire.gov.uk	Booking of finance visits and finance buyback level (Gold / Silver / Bronze) changes. Note: The majority of visits should be arranged and booked during a visit.
@	School_Sickness_Ins@lincolnshire.gov.uk	Submission of the Sickness Absence Insurance Scheme templates for both application and claim purposes
@	Schools_Fin_Training@lincolnshire.gov.uk	Booking / cancelling spaces on Schools Finance training courses
@	SchoolFinanceReturns@lincolnshire.gov.uk	Submission of annual SFVS (Schools Financial Value Standard)

VAT TEAM Contact Details		
@	VAT@lincolnshire.gov.uk	
☎	Wendy North	07919 672858
☎	Caroline Kettle	07917 494671

Further Support

Lincolnshire County Council Website
https://www.lincolnshire.gov.uk/finances-budgets/school-finances
Handbooks and guidance: Scheme for Financing Schools, Monitoring and Intervention Policy, Schools Forum Guide, School Reorganisation Policy & Loan Scheme for Schools School Budget Shares

Perspective Lite		Freshservice
HR and Employment Policy > Schools Finance		Solutions : . (freshservice.com)
Finance Handbook	Finance Policy	Business World Guidance
Medium Term Finance Plan	Salary Scales	
Sickness Insurance	Forecast Template	
Buybacks	VAT	
Monthly Bulletins	School Funds	

Appendix A – Debt Management

Serco's Credit Control team's responsibilities include:

- Ensuring income is allocated correctly against outstanding debts.
- Issuing reminders to debtors. Reminders are issued 14, 28 and 42 days from the date of invoice or resolution of a dispute.
- Agreeing repayment plans where appropriate, although Credit Control are only able to agree 3 months, any longer would need to be approved by the Budget Holder.
- Take court action for debt recovery.
- Oversee and process debt write off if school decide to write a debt off.

School / Bursar/Administrator's responsibilities include:

- Running an Aged Debt report and reviewing all outstanding debts at least once a month. This report provides aged debt information per customer.
- Running an All Invoices – Simple by Customer report at least once a month. This report provides information on all invoices and credit notes issued per customer.
- Ensuring that debts are issued in a timely period from when the goods or services were provided, that Purchase Orders are obtained, if appropriate, and that accurate and detailed information is provided on the sales invoice to prevent disputes occurring.
- Advising the Credit Control team if reminders are not required on a case by case basis, or where payment terms have been extended.
- Checking the latest position on debts that are overdue by responding to emails issued by the Credit Control team, especially when asked to agree, or not, to a particular course of action.
- Considering what further action can be taken to assist the Credit Control team with recovery. The team can be contacted via CreditControl@lincolnshire.gov.uk.