

All Bursars of Schools operating the FMS Finance Module

February 2020

Schools Support Team  
 LGSS Schools Finance  
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**NOTE:**  
 Please do not define your new financial year or VAT periods until you have read these instructions – see paragraph 4.

Email: [finschools@northamptonshire.gov.uk](mailto:finschools@northamptonshire.gov.uk)

Dear Colleagues

**FINANCIAL YEAR END 2019-20**

1. The following notes set out the procedures to be followed for completion of the financial accounts for 2019-20 for schools who use FMS – instructions for other schools will be issued separately:

- Annex A: General Notes for Guidance
- Annex B: FMS Year End Procedures
- Annex C: Year End Check List for all Schools

2. Key deadlines for schools are as follows:

DEADLINE FOR SUBMISSION	SCHOOL ACTION REQUIRED	ANNEX – SECTION
9th March 20	New or updated Lease Returns	A – 23
16th March 20	Final Journal / Virement deadline	A – 10
Before 12.00 23rd March 20	LB4 – VAT Return for the quarter 1 <sup>st</sup> Jan 20 to 22nd March 20 plus AVCO electronic return.	A – 13
Before 12.00 23rd March 20	Balances and Reserves Report 2019-20.	A – 23
Before 16.00 23rd March 20	LB9 – Accruals Return 2019-20.	A - 24 & B – 22-27
26th March 20	LB18 Payroll Return (Non LGSS Payroll only)	-
3rd April 20	LB26 – FMS to ERP Gold Return 2019-20	A – 26
3rd April 20	Final comments on Period 12 reports.	A – 17
21st April 20	Run the Preliminary Closure.	B – 28 -stage 2
24th April 20	LB12 – Year End Payroll Returns (own payroll)	-
24th April 20	LB6 – Local Bank Account Reconciliation	A – 14
24th April 20	LB8 – FMS Year End Reports.	A – 27

1st May 20	SB1 – School Balance Return 2019-20	A – 19-21
1st May 20	Budget Proposal Form (including Three Year Plan) and request for a Deficit Budget	Separate letter
7th May 20	Run the Final Closure.	B – 28 stage 3
7th May 20	LB14 – Confirmation of Final Closure 2019-20	A – 28

**Note –**

**All Year End forms are available on the LGSS Schools Finance website – Year End (including the link to the online SB1 Form for all schools, which will be issued by email on **Friday 24<sup>th</sup> April 2020** to be returned by the **1st May 2020**).**

- Reminders of deadlines will be included in our monthly Finance Updates.

**Year End Workshop**

- In order to support new School Business Managers/Bursars, we will be running a Year End Workshop which will take place on **Wednesday 26<sup>th</sup> February 2020** at Bridgewater Primary School, Northampton from 9.30am to 12.30pm. All bookings for this workshop should be made on-line – full details and a booking form are on our website via the following link:

<https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/schools-finance-and-budgeting/Pages/finance-training-and-seminars.aspx>

**Queries**

- For any queries about these procedures please contact us by email at [FMS6Helpdesk@northamptonshire.gov.uk](mailto:FMS6Helpdesk@northamptonshire.gov.uk)

Yours sincerely

*Cathryn Walker*

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LGSS Schools Finance