

NCC FINANCE *matters*

February 2020 – May 2020

A Finance update for Northamptonshire Schools

Where's the Latest Finance Information?

Keep up to date with information provided by the NCC Schools Finance team by logging on to our website. Go to www.northamptonshire.gov.uk and click on **Schools Finance** where you will be directed to the Latest Information page.

Finance Calendar for February – May 2020

Action Required	Finance	School
Submission of the Monthly Payroll return for non LGSS payroll schools (LB18)		3rd Feb
Close Accounting Period 10 on FMS		3rd Feb
Reconciliation file and ERP Gold reports for January (period 10) sent by AVCO to FMS schools	6th Feb	
3 rd Quarter VAT Reimbursement into schools bank accounts	10th Feb	
Submission of the monthly bank account reconciliation (LB6)		14th Feb
Deadline for receipt of journals and virements in NCC Schools Finance for processing in February		14th Feb
Submission of the SIMS to ERP GOLD Reconciliation (LB26)		14th Feb
11th Advance into bank accounts	28th Feb	
Submission of the Monthly Payroll return for non LGSS payroll schools (LB18)		2nd Mar
Close Accounting Period 11 on FMS		2nd Mar
Payroll Creditors form (LB12) issued to non LGSS Payroll Schools	2nd Mar	
Reconciliation file and ERP Gold reports for February (Period 11) sent by AVCO to FMS schools	5th Mar	
Deadline for submission of new or updated Lease Return		9th Mar
Submission of the SIMS to ERP Gold reconciliation (LB26)		13th Mar

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Submission of the monthly bank account reconciliation (LB6)		16th Mar
Final deadline for receipt of journals and virements in NCC Schools Finance for processing in 19/20		16th Mar
Submission of the Quarterly Expenditure Analysis and VAT reimbursement Claim (LB4) including AVCO electronic return		23rd Mar 12 midday
Submission of Balances & Reserves report by email		23rd Mar 12 midday
Submission of LB9 Accruals return by email		23rd Mar 16.00 pm
Submission of the Monthly Payroll return for non LGSS payroll schools (LB18) for March		26th Mar
Submission of the High Earners Report for non LGSS payroll schools		26th Mar
12th Advance into bank accounts	31st Mar	
Deadline for return of Payroll Dates 20/21 for non LGSS payroll schools		31st Mar
Reconciliation file and ERP Gold reports for March (period 12) sent by AVCO to FMS schools	2nd Apr	
Submission of the Final SIMS to ERP Gold reconciliation (LB26)		3rd Apr
After period 12 salaries have been reconciled – clear all outstanding salary commitments in FMS		3rd Apr
Run Preliminary Closure in FMS / Close Accounting Period 12		21st Apr
Submission of LB12 Payroll Creditors – non LGSS Payroll Schools		24th Apr
Submission of the monthly bank account reconciliation (LB6)		24th Apr
Deadline for receipt of journals and virements in NCC Schools Finance for processing in April		24th Apr
Submission of the LB8 - Year End Reports by email		24th Apr
SB1 Form (Schools Balances) issued by email	24th Apr	
1st Advance in to Bank Accounts	30th Apr	

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Submission of the Monthly Payroll return for non LGSS payroll schools (LB18) for April		1st May
Close Accounting Period 1 on FMS		1st May
Submission of Budget Proposal Form & Three Year Plan		1st May
Submission of completed SB1 (Schools Balances Form) for 19/20		1st May
Reconciliation file and ERP Gold reports for April (period 1) sent by AVCO to FMS schools	7th May	
Run the Final Closure		7th May
Submission of LB14 – Confirmation of Final Closure 19/20		7th May
Submission of the monthly bank account reconciliation (LB6)		15th May
Submission of the SIMS to ERP Gold reconciliation (LB26)		15th May
Deadline for receipt of journals and virements in NCC Schools Finance for processing in May		18th May
2nd Advance in to Bank Accounts	29th May	

* The advance is based on the pay dates submitted at the start of the financial year.

* All forms are available on the Forms Library or Year End pages on our website.

Other 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 26th 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://www.eventbrite.co.uk/e/year-end-workshop-tickets-90623510359>

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NCC Schools Finance Contacts

Appointment	Name	Tel	Email Address
Group Accountant – School Strategy and Corporate	Beth Baines		bbaines@northamptonshire.gov.uk
Accountant – School Funding	Chris Ayriss		cayriss@northamptonshire.gov.uk
Schools Support Team Manager	Cathryn Walker	07920 785120	cwalker@northamptonshire.gov.uk
Senior Schools Accounting Adviser	Charlotte Dennison	07500 607933	cdennison@northamptonshire.gov.uk
Schools Accounting Adviser	Tracey King	07554 338653	tking@northamptonshire.gov.uk
Schools Accounting Adviser	Charlotte Allford	07500 607552	callford@northamptonshire.gov.uk
Schools Accounting Adviser	Andrea Botterill	07500 606962	abotterill@northamptonshire.gov.uk
FMS6 Helpdesk (9.00 – 4.00 term time only) (Closed 12.30–1.00 for lunch)	Monday - Charlotte D Tuesday - Andrea Wednesday - Tracey Thursday - Charlotte A Friday - Email only		fms6helpdesk@northamptonshire.gov.uk
Email address for submission of LB6's and all general queries			FinSchools@northamptonshire.gov.uk

Other Finance Related Contacts

Area	Name	Email Address
Early Years Funding		earlyyears@northamptonshire.gov.uk
RBS Cards (old GPC Cards)		largemarketadmin@rbs.co.uk
High Needs Funding applications		highneedsfunding@childrenfirstnorthampton.co.uk
Pupil Growth Fund	Storm Phillips	sjphilips@northamptonshire.gov.uk
Statement queries		highneedsfunding@childrenfirstnorthampton.co.uk
VAT Queries		Tax@northamptonshire.gov.uk