

Where's the Latest Finance Information?

Keep up to date with information provided by the LGSS 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 July – October 2019

Action Required	Finance	School
Submission of the Monthly Payroll return for non LGSS payroll schools (LB18) – June Payroll		1st July
Close Accounting Period 3 on FMS		1st July
Submission of the Quarterly Expenditure Analysis and VAT reimbursement Claim (LB4) including AVCO		1st July
Reconciliation file and ERP Gold reports for June (Period 3) sent by AVCO to FMS schools	10th July	
Submission of the monthly bank account reconciliation (LB6)		15th July
Submission of the FMS to ERP GOLD Reconciliation (LB26)		17th July
Deadline for receipt of journals and virements to LGSS Schools Finance for processing in July		19th July
4th Advance into bank accounts	31st July	
Submission of the Monthly Payroll return for non LGSS payroll schools (LB18) – July Payroll		1st Aug
Close Accounting Period 4 on FMS		1st Aug

Reconciliation file and ERP Gold reports for July (Period 4) sent by AVCO to FMS schools	9th Aug	
1st Quarter VAT reimbursement paid into schools bank accounts	12th Aug	
Submission of the monthly bank account reconciliation (LB6)		15th Aug
Submission of the FMS to ERP Gold reconciliation (LB26)		16th Aug
5th Advance into bank accounts	30th Aug	
Submission of the Monthly Payroll return for non LGSS payroll schools (LB18) – August Payroll		2nd Sept
Close Accounting Period 5 on FMS		2nd Sept
Reconciliation file and ERP Gold reports for August (Period 5) sent by AVCO to FMS schools	11th Sept	
Submission of the monthly bank account reconciliation (LB6)		16th Sept
Submission of the FMS to ERP Gold reconciliation (LB26)		18th Sept
Deadline for receipt of journals to LGSS Schools Finance for processing in September		20th Sept
6th Advance in to Bank Accounts	30th Sept	
Submission of the Monthly Payroll return for non LGSS payroll schools (LB18) – September Payroll		1st Oct
Close Accounting Period 6 on FMS		1st Oct
Submission of the Quarterly Expenditure Analysis and VAT reimbursement Claim (LB4) including AVCO		1st Oct
Reconciliation file and ERP Gold reports for September (Period 6) sent by AVCO to FMS schools	10th Oct	
Submission of the monthly bank account reconciliation (LB6)		15th Oct

Submission of the FMS to ERP Gold reconciliation (LB26)		17th Oct
Deadline for receipt of journals and virements in LGSS Schools Finance for processing in October		18th Oct
7th Advance in to Bank Accounts	31st Oct	

Note: The bank advance is based on the pay dates you submitted at the beginning of the financial year.

All forms are available on the 'Forms Library' page on our website, see link below.

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

Other updates

LB4 VAT return quarter 1– Monday 1st July

The LB4 form is available on our website under 'Forms Library' including the instructions for sending the electronic file via AVCO.

Budget Top Ups

July Budget top ups will be available on our website shortly:

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Budget Prior Attainment funding

Following requests an example calculation has been loaded onto the website and can be found using the link below.

Budget information - Schools and education

LGSS Schools Finance Contacts

Appointment	Name	Tel	Email Address
Group Accountant – School Strategy and Corporate	Bob Seaman		bseaman@northamptonshire.gov.uk
Accountant – School Funding	Beth Baines		bbaines@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
High Needs Funding Statement queries		highneedsfunding@childrenfirstnorthampton.co.uk
VAT Queries		Tax@northamptonshire.gov.uk

