

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 October – January 2020

Action Required	Finance	School
Submission of the Monthly Payroll return for non LGSS payroll schools (LB18) – September Payroll		1st October
Close Accounting Period 6 on FMS		1st October
Submission of the Quarterly Expenditure Analysis and VAT reimbursement Claim (LB4) including AVCO		1st October
Reconciliation file and ERP Gold reports for September (Period 6) sent by AVCO to FMS schools	10th October	
Submission of the monthly bank account reconciliation (LB6)		15th October
Submission of the FMS to ERP GOLD Reconciliation (LB26)		16th October
Deadline for receipt of journals and virements to LGSS Schools Finance for processing in October		18th October
7th Advance into bank accounts *	31st October	
Submission of the Monthly Payroll return for non LGSS payroll schools (LB18) – October Payroll		4th November

October 2019 – January 2020

A Finance update for Northamptonshire Schools

Close Accounting Period 7 on FMS		4th November
Reconciliation file and ERP Gold reports for October (Period 7) sent by AVCO to FMS schools	11th November	
2nd Quarter VAT reimbursement paid into schools bank account	11th November	
Submission of the monthly bank account reconciliation (LB6)		15th November
Submission of the FMS to ERP Gold reconciliation (LB26)		20th November
Deadline for receipt of journals and virements to LGSS Schools Finance for processing in November		22nd November
8th Advance into bank accounts *	29th November	
Submission of the Monthly Payroll return for non LGSS payroll schools (LB18) – November Payroll		2nd December
Close Accounting Period 8 on FMS		2nd December
Reconciliation file and ERP Gold reports for November (Period 8) sent by AVCO to FMS schools	10th December	
Submission of the monthly bank account reconciliation (LB6)		16th December
Submission of the FMS to ERP Gold reconciliation (LB26)		18th December
Deadline for receipt of journals and virements to LGSS Schools Finance for processing in December		18th December
9th Advance in to Bank Accounts *	18th December	
Submission of the Monthly Payroll return for non LGSS payroll schools (LB18) – December Payroll		6th January

Close Accounting Period 9 on FMS		6th January
Submission of the Quarterly Expenditure Analysis and VAT reimbursement Claim (LB4) including AVCO		6th January
Reconciliation file and ERP Gold reports for December (Period 9) sent by AVCO to FMS schools	10th January	
Submission of the monthly bank account reconciliation (LB6)		15th January
Submission of the FMS to ERP Gold reconciliation (LB26)		16th January
Deadline for receipt of journals and virements in LGSS Schools Finance for processing in January		24th January
10th Advance in to Bank Accounts *	31st January	
Three Year Budget planning tool released	31st January	

* The bank advance date 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 2– Tuesday 1st October 2019

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

Budget Top Ups

October Budget top ups will be available on our website shortly.

Autumn Seminars

The dates for the Autumn Seminars are below. Please use the appropriate link to book your place if you have not already done so.

Tuesday 12th November 2019 9.30am – 12.30pm – Kettering Conference Centre

<https://www.eventbrite.com/e/lgss-schools-finance-autumn-term-seminar-kettering-tickets-73281329429>

Thursday 14th November 2019 9.30 – 12.30pm – Northants County Cricket Ground

<https://www.eventbrite.com/e/lgss-schools-finance-autumn-term-seminar-northampton-tickets-73281094727>

LGSS Schools Finance Contacts

Appointment	Name	Tel	Email Address
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 - Tuesday - Wednesday - Thursday - Friday -	Charlotte D Andrea Tracey Charlotte A 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 queries		highneedsfunding@childrenfirstnorthampton.co.uk
VAT Queries		tax@northamptonshire.gov.uk

