

**LGSS SCHOOLS FINANCE**  
**FORMS AND NOTIFICATIONS GUIDE FOR SCHOOLS**

Index	Page Number
<b>A. FINANCE NOTIFICATIONS:</b>	
▪ Budget Confirmation Letter.	2
▪ Additions/Deductions to Budget.	2
▪ Local Bank Account Payment Notification.	2
▪ Local Bank Account VAT Payment Notification.	3
<b>B. LOCAL BANK ACCOUNT FORMS:</b>	
▪ LB4 - FMS6 Quarterly Expenditure Analysis and VAT Reimbursement Claim.	4
▪ LB6 - FMS6 <b>Quarterly</b> Local Bank Account Reconciliation.	4
▪ LB8 - Local Bank Account Reconciliation FMS6 Year End Reports.	4
▪ LB8NONFMS - Local Bank Account Reconciliation Year End Reports.	4
▪ LB9 – FMS6 Year End Accruals (Electronic Return).	5
▪ LB12 - Year End Returns (Schools Operating Own Payroll).	5
▪ LB14 - FMS6 Confirmation of Final Closure.	5
▪ LB15 - Local Bank Account Deduction.	5
▪ LB16 - Request for an Accelerated Advance.	6
▪ LB17 - Primary Schools Adoption Pay Reimbursement Request (Teachers).	6
▪ LB17A - Primary Schools Maternity Pay Reimbursement Request (Teachers).	6
▪ LB18 - Monthly Employees Expenditure Return (Schools Operating Own Payroll).	7
▪ LB18P - Monthly Pensions Return.	7
▪ LB20 - School Local Bank Account Opening Form (NatWest Bank).	7
▪ LB21 - School Local Bank Account Mandate (NatWest Bank).	7
• LB25 – <b>Community Focused</b> Schools – Year End Return.	8
▪ LB26 - SIMS to Oracle Reconciliation.	8
▪ LB26P – SIMS to Oracle Reconciliation (Schools Operating Own Payroll).	8
▪ <b>LB30 – Notification of Change to Bank Details</b>	8
▪ NWB1062 - Authorised Signatories Sheet (NatWest Bank).	9
▪ SB1 – School Balances Return (Electronic Return).	9
▪ VIRE - Virement Form for School Budgets.	10
<b>C. OTHER FORMS</b>	
▪ Application for Hire of Premises – template for schools	10

## A. FINANCE NOTIFICATIONS

### Budget Confirmation Letter

What are they for?	For LGSS Finance to confirm to schools acceptance of their budget submitted for the appropriate year.
How are they completed?	By area team staff including notes detailing any changes and reasons for the changes i.e. staff salary budget changes.  Details and instructions will also be given in order for the school to make all the relevant adjustments to their system.
How is notification sent?	This form is then signed and dated by Finance staff and sent to the school concerned by post. Copy retained in school file.

### Additions/Deductions to Budget Notification

What are they for?	For LGSS Finance to notify schools that they have had an addition/deduction to their budget.
How are they completed?	By School Funding Team LGSS Finance on a quarterly basis to produce a mail-merged document using data submitted as a result of budget additions/deductions from various departments.  The form details what the budget addition/deduction is relating to and what code it effects, the amount of the transaction and details of the originating officer who instigated the addition/deduction.
How is notification sent?	Via a spreadsheet which is published on the LGSS website. Schools access their own data by entering their DfE number.

### Local Bank Account Payment Notification

What are they for?	For LGSS Finance to notify schools of details of advances to the schools local bank account.
How are they completed?	By Assistant Schools Financial Advisor using advances spreadsheet - details to include: <ul style="list-style-type: none"> <li>the date on which the payment will go into the schools local bank account</li> </ul>

- the number of the advance
- a description as to what the advance relates to
- the amount of the advance
- Instructions for FMS6 action

How is notification sent? Form is sent to school concerned by post, copy retained in the school file.

### **Local Bank Account VAT Payment Notification**

What are they for? For LGSS Finance to notify schools of details of VAT advances to the schools local bank account.

How are they completed? By the Schools Financial Advisor using payments spreadsheet details to include:

- the date on which the payment will go into the schools local bank account
- the number of the advance
- a description as to what the advance relates to
- the amount of the advance
- Instructions for FMS6 action

How is notification sent? Form is sent to school concerned by post, copy retained in the school file.

## **B. LOCAL BANK ACCOUNT FORMS**

**Note: All standard Local Bank Account Forms are available on the LGSS Finance website. The availability of Year End and other time specific forms will be notified via the LGSS Finance monthly update and/or hard copies issued as required.**

### **LB4 – FMS6 Quarterly Expenditure Analysis and VAT Reimbursement Claim**

What are they for? For schools to complete a covering letter for the Quarterly Expenditure Analysis and VAT Reimbursement Claim.

**Note: This is in addition to the electronic return for which specific instructions will be issued to all schools.**

How are they completed? Completed, signed and submitted to LGSS Finance by the Bursar/Secretary at the end of each financial quarter together with all FMS6 reports listed.

Where are they available? From the LGSS Finance website (Forms Library)

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**LB6 – FMS6 Quarterly Local Bank Account Reconciliation**

- What are they for? For schools to complete a covering letter for bank statements and **quarterly** FMS6 reports in order to prove to LGSS Finance that the schools are balancing their bank accounts on SIMS.
- How are they completed? Completed, signed and submitted to LGSS Finance by the Bursar/Secretary **by 15<sup>th</sup> of July, October, January and April** with all FMS6 reports listed plus a detailed explanation of why the bank statement and FMS6 statement balance do not match (if applicable).
- Where are they available? From the LGSS Finance website (Forms Library)

**LB8 - Local Bank Account Reconciliation – FMS6 Year End Reports**

- What are they for? For schools to complete a covering letter for FMS6 reports relating to Year End financial information **as at 31<sup>st</sup> March each year.**
- How are they completed? Completed and submitted to LGSS Finance by the Bursar/Secretary **by 5<sup>th</sup> May each year** with all FMS6 reports listed.
- Where are they available? Issued with the Year End letter on the LGSS Finance website.

**LB8NONFMS - Local Bank Account Reconciliation – Year End Reports**

- What are they for? For schools (who do not use FMS6) to complete a covering letter for account reports relating to Year End financial information **as at 31<sup>st</sup> March each year.**
- How are they completed? Completed and submitted to LGSS Schools Finance by the Bursar/Secretary **by 5<sup>th</sup> May each year** with all account reports listed.
- Where are they available? Issued with the Year End letter on the LGSS Finance website.

**LB9S/C/D/I – FMS6 Year End Accruals (Electronic Return)**

- What are they for? For schools to notify details of income or expenditure **as at 31<sup>st</sup> March each year** to be charged to the correct financial year.
- How are they completed? Excel workbook completed and submitted to LGSS Finance by the Bursar/Secretary as an email attachment **by 23<sup>rd</sup> April each year**.
- Full notes on completion are included in the workbook.
- Further notes This information is then transferred to a journal and the data mirrored onto ERP Oracle.
- Where are they available? Issued with the Year End letter on the LGSS Finance website.

**LB12 – Schools Operating Own Payroll Systems or Using a Payroll Agency other than NCC – Year End Returns**

- What are they for? For schools to complete a return of payroll information **as at 31<sup>st</sup> March each year** relating to Year End Creditors.
- How are they completed? Completed, signed and submitted to LGSS Finance by the Bursar/Secretary **by 30<sup>th</sup> April each year**.
- Where are they available? Issued with the Year End letter on the LGSS Finance website.

**LB14 – FMS6 Confirmation of Final Closure**

- What are they for? For schools to complete a covering letter for FMS6 reports confirming that final closure has been completed.
- How are they completed? Completed, signed and submitted to LGSS Finance by the Bursar/Secretary with the FMS6 reports listed **by 15 May each year**.
- Where are they available? Issued with the Year End letter on the LGSS Finance website.

**LB15 - Local Bank Account Deduction**

- What are they for? For LGSS Finance to notify schools when a deduction to the schools bank account is required relating to their local budget.
- How are they completed? By the Assistant Schools Finance Advisor using the clawbacks spreadsheet to include:

- description and amount of the items(s)
- total due
- payment instructions including a deadline for payment
- instructions for FMS6 action
- a tear-off portion to accompany the cheque

The form is signed and forwarded to the school, copy to the school file.

### **LB16 - Request for an Accelerated Advance**

What are they for? For schools to complete a request for an accelerated advance and enclose the reports required.

How are they completed? By the Bursar/Secretary as shown to demonstrate the need for the advance in terms of the projected bank balance shortfall

The form is then signed and dated by the headteacher and forwarded to LGSS Finance.

Where are they available? On the LGSS Finance website (Forms Library)

### **LB17 – Primary Schools Maternity Pay Reimbursement Request (Teachers) for Schools operating Own Payroll systems or using a Payroll Agency other than NCC**

What are they for? For schools to complete a return of payroll information to claim back the cost of a teacher on Maternity leave.

How are they completed? Completed, signed and submitted to LGSS Finance by Bursar/Secretary **by 1st of each month (when applicable)**.

Where are they available? On the LGSS Finance website (Forms Library)

### **LB17A – Primary Schools Adoption Pay Reimbursement Request (Teachers) for Schools operating Own Payroll systems or using a Payroll Agency other than NCC**

What are they for? For schools to complete a return of payroll information to claim back the cost of a teacher on Maternity leave.

How are they completed? Completed, signed and submitted to LGSS Finance by Bursar/Secretary **by 1st of each month (when applicable)**

Where are they available? On the LGSS Finance website (Forms Library)

### **LB18 – Monthly Employees Expenditure Return (Schools Operating Own Payroll or using a Payroll Agency other than NCC)**

- What are they for? For schools to complete and submit reports of employee expenditure for a specific month.
- How are they completed? Completed, signed and submitted to LGSS Finance by Bursar/Secretary **by 1st of each month**
- Where are they available? On the LGSS Finance website (Forms Library)

### **LB18P – Monthly Pensions Return**

- What are they for? For schools who operate their own payroll or use a payroll agency other than NCC to submit a breakdown of pensions expenditure for a specific month.
- How are they completed? Completed, signed and submitted to NCC Payroll by Bursar/Secretary **by 1st of each month.**
- Where are they available? On the LGSS Finance website (Forms Library)

### **LB20 – School Local Bank Account Opening Form (NatWest Bank)**

- What are they for? For schools to open a bank account with NatWest under the central bank arrangements arranged by NCC
- How are they completed? By the Headteacher and signed by those school staff who are not authorised signatories but are authorised to collect cash and then submitted to LGSS Finance together with LB21 and NWB 1062.
- Where are they available? On the LGSS Finance website (Forms Library)

### **LB21 – School Local Bank Account Mandate (NatWest Bank)**

- What are they for? For schools to notify opening or amending bank mandate details to NatWest.
- How are they completed? By the Headteacher and signed by authorised signatories – to be submitted to:
- LGSS Finance (if opening new account)  
or
  - direct to bank if amending current mandate

Where are they available? On the LGSS Finance website (Forms Library)

### **LB25 – Community Focused Schools - Year End Return**

What are they for? For schools to complete a return of income and expenditure for extended facilities showing details of the transactions for the activities listed.

How are they completed? Completed and submitted to LGSS Finance by the Bursar/Secretary **on a defined date to be confirmed each year.**

Where are they available? Issued by email to selected schools.

### **LB26 – SIMS to ERP Oracle Reconciliation**

What are they for? For schools to check to see if the Income/Expenditure on SIMS matches Oracle.

How are they completed? **Completed monthly within the school on receipt of the Oracle reports and** submitted to LGSS Finance by the Bursar/Secretary with the FMS6 reports listed by **21st April and 21st October.**

Where are they available? On the LGSS Finance website (Forms Library).

### **LB26payroll – SIMS to ERP Oracle Reconciliation**

What are they for? For schools who run their own payroll to check to see if the Income/Expenditure on SIMS matches Oracle.

How are they completed? **Completed monthly within the school on receipt of the Oracle reports and** submitted to LGSS Finance by the Bursar/Secretary with the FMS6 reports listed by **21st April and 21st October.**

Where are they available? On the LGSS Finance website (Forms Library).

### **LB30 - Notification of Change in Bank Details**

What are they for? For schools notify changes ion bank details to LGSS..

How are they completed? Giving a minimum of two months notice of the effective date, completed and submitted to LGSS Finance by the Bursar/Secretary.



Where are they available? On the LGSS Finance website (Forms Library).

### **NWB 1062 – Authorised Signatories Sheet**

- What are they for? For schools to notify authorised signatory details to NatWest.
- How are they completed? By the Headteacher and signed by authorised signatories – to be submitted to:
- LGSS Finance (if opening new account)  
or
  - direct to bank if amending current authorised signatory list.

Where are they available? From the LGSS Finance website (Forms Library)

### **SB1 – School Balances Return (electronic return)**

- What are they for? For schools to submit an electronic return to the local authority of their planned use of balance each year..
- How are they completed? By the Headteacher or School Business Manager and submitted to LGSS Finance.
- Where are they available? The link to the on-line form will be emailed to schools and published on the LGSS Finance website.

### **VIRE - Virement of School Budget Form**

- What are they for? For all schools to notify LGSS Finance when funds are being moved from one budget account to another in order for Finance to make the same adjustments on Oracle.
- Once the virement has been posted on the spreadsheet journal by LGSS Finance staff, the virement form is retained in the school file.
- How are they completed? Completed, signed and submitted to LGSS Finance by the Bursar/Secretary to include details of the amounts being transferred to and from each account (plus and minus will always balance), and confirmation of the date reported to or agreed by the Governing Body.
- Where are they available? On the LGSS Finance website (Forms Library)

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## C. OTHER FORMS

### Application for the Hire of Education Premises

- What are they for? A standard form used by the schools in order for their premises to be let out for hire, including the 'Regulations Relating to the Hire of School Premises' detailed on the reverse side for the applicant's further information.
- How are they completed? By the applicant and administrative staff of the school and a copy retained by each.
- Forms are available from: An example format for schools to use with their own details, logos etc is contained in the Insurance section of the Schools Financial Management Handbook and also in the Forms Library on the LGSS Finance website.