

**SCHOOLS OPERATING OWN PAYROLL SYSTEMS
OR USING A PAYROLL AGENCY OTHER THAN LGSS PAYROLL
YEAR END RETURNS FOR 2019-20**

Please complete and email with the following reports to
cdennison@northamptonshire.gov.uk by **24th APRIL 2020**

SCHOOL NAME: _____

DfE NUMBER: _____

YEAR END RETURNS

1. The amounts outstanding at Year End in respect of the payment due to the Inland Revenue.

Can you please attach the relevant paperwork (for example with **Sage Payroll** we require the P32, **Strictly Education** we require a copy of your bank details tab showing the amount due to Inland Revenue, **EPM Payroll** we require the last page of your payroll summary report. For other types of Payroll we require a report that shows the total of PAYE & National Insurance, EE's and ER's).

2. Can you please calculate your Full-Time Equivalent staff for Teachers and then for Non-Teaching – average over the year

Type	FTE
Teachers	
Non-Teachers	

3. Print the Payroll Control Codes please use the following route below:

Click on:

- Focus
- General Ledger
- Chart of Accounts Review
- Focus Button on All Ledger Codes
- Focus Button on Type
- Select Payroll Codes (Type PY)
- Select
- Print Button

Please attach these reports before emailing to Schools Finance.

Signed: _____ Date: _____

Designation: _____