

Reference Number: 09/781a/SF

Activity Title: Accounts Receivables for FMS6

Purpose: To enable schools to use FMS6 to invoice parents and others.

Further Details: The activity will

- enable schools to use FMS6 to invoice parents and others.

Further details will be available to interested applicants.

This activity will be delivered by a member of the CYPL Finance (schools) Team. Please register your interest through your CPD Co-ordinator and QDI but also with the CYPL Finance (Schools) Team at schools.finance@croydon.gov.uk.

Dates to be advised

Target Group: Finance admin staff who wish to extend their use of FMS6 to enable parents and others to be invoiced

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: To be advised

Charges: **Code X** £95.00
NB: This activity is not included in the QDI service agreement
Number of sessions 1.0

Activity Organiser: Lisa Butler

Reference Number: 09/782a/SF

Activity Title: Equipment Register - FMS6

Purpose: To introduce finance/administrative staff to Equipment Register as a means of maintaining an asset inventory.

Further Details: The activity will

- provide an overview of Equipment Register
- show how to import data from FMS6
- show how to import data from a spreadsheet
- enable you to transfer items between staff and between rooms
- enable you to dispose of items.

This activity will be delivered by a member of the CYPL Finance (schools) Team. Please register your interest through your CPD Co-ordinator and QDI but also with the CYPL Finance (Schools) Team at schools.finance@croydon.gov.uk.

Dates to be advised

Target Group: All finance/administrative staff.

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: To be advised

Charges: **Code X** £95.00
NB: This activity is not included in the QDI service agreement
Number of sessions 1.0

Activity Organiser: Lisa Butler

Reference Number: 09/783a/SF

Activity Title: User Defined Reports

Purpose: To introduce finance/administrative staff to the 'User Defined' reporting facility in FMS6.

Further Details: The activity will

- enable you to define row sets
- enable you to define column sets
- enable you to create a user defined report
- enable you to understand which reports are appropriate for monitoring different types of income and expenditure.

This activity will be delivered by a member of the CYPL Finance (schools) Team. Please register your interest through your CPD Co-ordinator and QDI but also with the CYPL Finance (Schools) Team at schools.finance@croydon.gov.uk.

Dates to be advised

Target Group: School finance and administrative staff.

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: To be advised

Charges: **Code X** £95.00
NB: This activity is not included in the QDI service agreement
Number of sessions 1.0

Activity Organiser: Lisa Butler

Reference Number: 09/784a/SF

Activity Title: Year End Procedures/CFR Return - FMS6

Purpose: To enable schools to take more ownership of the end of year process.

Further Details: The activity will

- enable appropriate planning for year end
- look at general 'housekeeping' activities including year end bank reconciliation, accruals and pre-payments
- explain how to set up a new year
- import the map for CFR
- look at CFR Validation
look at CFR Reports and Return.

This activity will be delivered by a member of the CYPL Finance (schools) Team. Please register your interest through your CDP Co-ordinator and QDI but also with the CYPL Finance (Schools) Team at schools.finance@croydon.gov.uk.

Dates to be advised

Target Group: Finance/administrative staff who have experience of operating FMS6 to advanced level

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: To be advised

Charges: **Code X** £95.00
NB: This activity is not included in the QDI service agreement
Number of sessions 1.0

Activity Organiser: Lisa Butler

Reference Number: 09/785a/SF

Activity Title: FMS6 - Getting Started

Purpose: To introduce recently appointed administrative staff to FMS6.

Further Details: The activity will

- enable you to add and edit suppliers and catalogues and process orders/invoices/credit notes and cheques
- enable you to process petty cash transactions and non-invoiced income
- enable you to process VAT claims and reimbursements
- provide an opportunity to share expertise and good practice and promote self-evaluation.
- provide an after course service including a follow up visit

This activity will be led by Lisa Butler. Training is delivered on a one to one basis in the school by a member of the CYPL Finance (schools) Team. Please register your interest through your CPD Co-ordinator and QDI but also with the CYPL Finance (Schools) Team at schools.finance@croydon.gov.uk.

Target Group: Newly appointed finance/administrative staff.

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: To be advised

Charges: **Code X** £150.00
NB: This activity is not included in the QDI service agreement
Number of sessions 1.0

Activity Organiser: Lisa Butler

Reference Number: 09/786a/SF

Activity Title: FMS6 - Advanced

Purpose: To enable users of FMS6 to increase their expertise and carry out more complex tasks.

Further Details: The activity will

- provide an overview of the system structure
- look at budget allocations, profiling and virements, and look at the use of journals
- demonstrate bank reconciliation procedures, explore a range of system reports, introduce accounts receivable and summarise month end procedures
- provide an opportunity to share expertise and good practice and promote self-evaluation.

This activity will be delivered by a member of the CYPL Finance (schools) Team. Please register your interest through your CPD Co-ordinator and QDI but also with the CYPL Finance (Schools) Team at schools.finance@croydon.gov.uk.

Dates to be advised

Target Group: Finance/administrative staff who have a basic knowledge of FMS6.

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: To be advised

Charges: Code X £150.00
NB: This activity is not included in the QDI service agreement
Number of sessions 2.0

Activity Organiser: Lisa Butler

Reference Number: 09/787a/SF

Activity Title: Finance for School Managers - an Introductory Tour

Purpose: To develop knowledge, skills and awareness around school finance. This will provide a good foundation for managing school finance both at a systems level and in terms of budget matters. It will enable participants to take a greater role in managing the school finances.

Further Details: The activity will

- introduce new developments in finance matters at local and national levels
- consider the roles of the Governing Body, headteachers, budget holders and finance administrative staff in relation to financial management
- explore key issues of budgeting and financial management in schools
- consider in what ways a school is financially independent and understand how the school's finances fit within the framework of the Council's accounts
- provide an opportunity to share expertise and good practice and promote self-evaluation.

The course leader will take you through a school year with presentations, group discussions and individual work on an internet connected PC.

Target Group: New and prospective headteachers, deputy and assistant headteachers

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Wednesday 7th October 2009 9:30am-4:00pm Croydon PDC

Charges: Code X £165.00
NB: This activity is not included in the QDI service agreement
Number of sessions 2.0

Activity Organiser: David Dilling

Reference Number: 09/788a/SF

Activity Title: The Role of the Schools Forum

Please Note: **This activity is open to LEA schools only**

Purpose: To enable those working in Croydon including schools to have a better understanding of the very important role of the Schools Forum.

Further Details: The activity will

- outline the DCSF rules governing the operation of a Schools Forum and the range of DCSF guidance available
- outline the current arrangements for the Croydon Schools Forum and its relationship with schools and the Local Authority
- consider the range of issues that need to be addressed by the Schools Forum, their decision making responsibilities including the implications.

This activity briefing will be led by officers currently supporting the Schools Forum.

Target Group: Governors, headteachers and others in management who would like to know more

about the Schools Forum and its workings

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Wednesday 3rd June 2009 2:00pm-4:00pm Croydon PDC

Repeat Activity **09/788b/SF**
Tuesday 22nd September 2009 2:00pm-4:00pm Croydon PDC

Charges: **Code C** No Charge
Number of sessions 1.0

Activity Organiser: David Dilling

Reference Number: 09/789a/SF

Activity Title: The Schools Forum and Education Funding

Please Note: **This activity is open to LEA schools only**

Purpose: This activity looks at the funding for Education in the context of the Role of the Schools Forum.

Further Details: The activity will

- outline the various funding streams available to the LA for the purposes of Education, concentrating on the Dedicated Schools Grant (DSG) and the DCSF guidance related to it
- consider the technical aspects of how the DSG is used to fund a range of activities including schools, special educational needs, pupil referral units, early years etc
- consider what decisions are available to the Schools Forum and the associated implications
- explain the meaning of terms such as Dedicated Schools Grant (DSG), Individual Schools Block (ISB) and the Central Expenditure Limit (CEL).

The activity will be conducted by officers who service the Croydon Schools Forum.

Target Group: Governors, headteachers, senior management and any others interested

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Tuesday 7th July 2009 2:00pm-4:00pm Croydon PDC

Repeat Activity **09/789b/SF**
Tuesday 20th October 2009 2:00pm-4:00pm Croydon PDC

Charges: **Code C** No Charge
Number of sessions 1.0

Activity Organiser: David Dilling

Reference Number: 09/790a/SF

Activity Title: The Schools Forum and School Funding and Finance

Please Note: **This activity is open to LEA schools only**

Purpose: This activity will look at the role of the Schools Forum in the context of the funding of schools and the financial controls associated with schools.

Further Details: The activity will

- look at the Individual Schools Budget and how it is allocated to individual schools through the Schools Funding Formula
- consider the issues that schools have in setting a budget including Special Education Needs (SEN), Additional Education Needs (AEN) and 3 year budgets
- consider the various systems and information that are available at both local and national levels with regard to ensuring schools operate their finances effectively and efficiently
- consider the role of the Schools Forum as it relates to reviewing and changing the distribution of funding and the finance systems.

The activity will be conducted by officers who service the Croydon Schools Forum.

Target Group: Governors, headteachers, senior management and any others interested

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Tuesday 29th September 2009 2:00pm-4:00pm Croydon PDC

Repeat Activity **09/790b/SF**
Wednesday 18th November 2009 2:00pm-4:00pm Croydon PDC

Charges: **Code C** No Charge
Number of sessions 1.0

Activity Organiser: David Dilling

Reference Number: 09/791a/SF

Activity Title: FMSiS and Benchmarking

Purpose: To provide an opportunity for new headteachers and governors to understand the importance of FMSiS and benchmarking and to start to use the associated national websites

Further Details: The activity will

- outline the importance, structure and issues associated with FMSiS
- to demonstrate the use of the national FMSiS website
- outline the principles behind benchmarking of school financial information
- to demonstrate the use of the national benchmarking website
- to allow participants to start to use the websites for their own school's Information.

In order to access the national websites participants will need to bring with them the school DCSF number (306 ****) and the school S2S username and password (these are normally 8 digits long and consist of random letters in upper and lower case). The person who deals with pupil basic data in the school will have the S2S details.

Target Group: Headteachers and governors or others aspiring to these positions

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Wednesday 17th June 2009 2:00pm-4:00pm Croydon PDC

Repeat Activity **09/791b/SF**
Wednesday 14th October 2009 2:00pm-4:00pm Croydon PDC

Charges: **Code B** £86.00
Number of sessions 1.0

Activity Organiser: David Dilling

Reference Number: 09/792a/SF

Activity Title: Schools Finance Admin Meeting

Purpose: These meetings provide an opportunity for all finance admin staff in schools to receive updated information from the LA or other colleagues, to exchange good practice and to generally help develop their skills and knowledge.

Further Details: The activity will

- provide the latest information on a number of local and/or national initiatives and activities.
- enable colleagues to share with others their solutions to challenges, their questions and their concerns
- enable participants to be involved in activities that develop their knowledge and skills in the area of finance and related matters.

Each term there are 5 parallel meetings, one specifically identified for secondary colleagues.

(Secondary meetings are 09/792e/SF, 09/792j/SF and 09/792o/SF.)

Target Group: Finance admin staff in schools

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Tuesday 2nd June 2009 9:30am-11:30am Croydon PDC

Further Meetings

09/792b/SF	Tuesday	2nd June 2009	1:30pm-3:30pm	Croydon PDC
09/792c/SF	Wednesday	3rd June 2009	9:30am-11:30am	Croydon PDC
09/792d/SF	Wednesday	10th June 2009	9:30am-11:30am	Croydon PDC
09/792e/SF	Wednesday	10th June 2009	1:30pm-3:30pm	Croydon PDC
09/792f/SF	Wednesday	4th November 2009	9:30am-11:30am	Croydon PDC
09/792g/SF	Wednesday	4th November 2009	1:30pm-3:30pm	Croydon PDC
09/792h/SF	Tuesday	10th November 2009	9:30am-11:30am	Croydon PDC
09/792i/SF	Tuesday	10th November 2009	1:30pm-3:30pm	Croydon PDC
09/792j/SF	Wednesday	11th November 2009	1:30pm-3:30pm	Croydon PDC
09/792k/SF	Tuesday	2nd February 2010	9:30am-11:30am	Croydon PDC
09/792l/SF	Tuesday	2nd February 2010	1:30pm-3:30pm	Croydon PDC
09/792m/SF	Wednesday	3rd February 2010	1:30pm-3:30pm	Croydon PDC
09/792n/SF	Wednesday	10th February 2010	9:30am-11:30am	Croydon PDC

09/792o/SF

Wednesday 10th February 2010 1:30pm-3:30pm Croydon PDC

Charges: **Code C** £86.00 (Except for Croydon LEA schools)
Number of sessions 1.0

Activity Organiser: David Dilling

Reference Number: 09/793a/SF

Activity Title: Induction for new Bursars and Finance Administrators

Purpose: To provide an overview of the finance function and develop knowledge and skills towards a better understanding of the basic building blocks around school finance information. It will enable participants to take a greater role in managing the school finances.

Further Details: The activity will

- provide an overview of the FMS6 structure (Chart of Accounts) and how it links in with CFR (Consistent Financial Reporting) headings.
- provide a general understanding of Budgets/allocation and how it links in with CFR.
- look at Budget Monitoring Reports (Quarterly Returns)
- provide an understanding of Payment Demands/Funding Sheets to also include the LA Chart of Accounts structure)

This activity will be delivered by a member of the CYPL Finance (schools) Team. Please register your interest through your CPD Co-ordinator and QDI but also with the CYPL Finance (Schools) Team at schools.finance@croydon.gov.uk.

Target Group: New and prospective Bursars and Finance Administrators

Key Stages: 1, 2, 3, 4, 5

Dates, Times, Venue: To be advised

Charges: **Code B** £95.00
Number of sessions 1.0

Activity Organiser: Lisa Butler
