

Financial Service for Gwynedd Schools April 2020 – March 2023

Aim of the Service

To assist the school's governing body with financial planning and budget management, within available resources.

Responsibilities of the School

Setting the school's budget is a statutory responsibility of the Governing Body. The school cannot set a deficit budget.

The school is responsible for –

- presenting the Authority with any statistic/information which is correct and realistic for financial purposes
- checking any financial data/information
- prioritising expenditure to conform with the School Development Plan
- complying with the Council's financial regulations
- ensuring effective management of the budget
- set-up finance sub-committee
- define/delegate operational financial powers to headteacher/staff
- review the budget throughout the year
- earmark and plan the use of balances and clear any financial deficit

Summary of Services Provided

The Finance Unit – Development Group provides budgetary advice and financial information to the school's governing body, headteacher and staff, through -

Projections (*mainstream schools*)

- Prepare, during the Autumn term, a three year projection of the financial effect of pupil numbers, using the school's estimate of their pupil numbers
- The information will enable the school, with support from the Finance Unit, to prepare short and long-term planning on the school's staffing levels and financial situation.

Budget

- Preparing the School's Draft Budget statement, during the Spring term -
 - based on current available information
 - by considering historic financial tendencies under various budget headings
 - with a current staffing list
- Supporting the school during the period when setting the Final Budget, which balances to the Allocation by -
 - modelling the budget so that it reflects the school's requirements and priorities in accordance with the School Development Plan
 - modelling and costing various staffing options
 - modelling and costing any staff turnover
 - costing the likely impact of staff absences, due to illness, maternity leave, secondments etc
 - advising on the level and use of balances, taking long-term implications into account
 - preparing the School's Final Budget statement including staffing list

Monitoring

- Assisting staff with reconciling the school's financial system and the Authority's accounting ledger
- Assisting staff to solve problems linked to the school's financial system
- Reviewing the school's financial reports
 - to check the information
 - to review the financial position
 - to advise the school of the need to make transfers between headings
 - to advise the school of the need to make budget savings
- Review and develop financial reports
- Co-ordinate detailed reports on monthly costs of employing supply teachers and any reimbursements
- Modelling and costing any staff turnover or absences
- Supporting the school to review its budget during the year

Final Accounts

- Preparing a Final Account statement for the school, during the Summer term, which includes
 - supporting staff to close the financial year in the school's accounting system
 - comparing the school's original budget, adjusted for transfers,
any increase or reduction in allocation, with the school's actual expenditure for the year
 - identifying the school's balances at the end of the financial year
 - explaining substantial differences within the account headings
- Advising on the use of balances, or measures to cope with a financial deficit

General

- Investigating and responding to financial enquiries by a school, contractors, providers and other departments (Financial “One Stop Shop” arrangements dealing with the school)
- Supporting School/Governors in preparation for ESTYN Inspections
- Raising debtor invoices on the school’s behalf
- Timely support for new staff including the headteacher, administrative assistant and any other staff members with financial or monetary responsibilities, including a review of the school’s financial history, the current position and future projections
- Visit a school when necessary

Financial Surgeries *(primary only)*

- Financial surgeries are held for primary school headteachers and governors to discuss with the school’s accountant, any financial matter that impacts the school (minimum 6 surgeries annually)

Methods of Provision

- The service is provided by the Finance Unit – Development Group
- The above mentioned information and statements are provided in electronic form
- The information will be available bilingually
- Appropriate information technology software packs are used to provide the information

Confidentiality -

The Finance Unit – Development Group will ensure that data is kept safely and in confidence. The Unit will comply with data protection regulation.

Settling Disputes -

Any complaint or observation should be referred to the Finance Manager – Development Group who will attempt to resolve the situation. If this proves unsuccessful the matter will be referred to the Senior Finance Manager for determination.

Agreement Price -

A three year agreement from April 2020 to March 2023, with the price corresponding to the school's allocation

To Terminate the Agreement -

The agreement may be terminated by either side following written notification and a 3 month notice period

Points of contact -

Kathy Bell	Schools' Senior Accountant	01286 679449	KathyBell@gwynedd.gov.uk
Gwyn Owen	Schools' Senior Accountant	01286 679561	GwynOwen@gwynedd.gov.uk
Aled Williams	Schools' Technician	01286 679485	AledW@gwynedd.gov.uk
Alison Roddick-Williams	Schools' Technician	01286 679560	AlisonRoddick@gwynedd.gov.uk
David Roberts	Central Senior Accountant	01286 679273	DavidRoberts@gwynedd.gov.uk