

## FINANCE

These services will only be available to those Schools who pay the Annual Management Fee. If you do not wish to purchase this service, then you will need to move from the Council's ledger to your own ledger and bank account. Further details are available from the School Finance team. The Management Fee includes a retainer of 40 hours per school. A PAYG service or hourly rate will operate thereafter, depending on the request.

Service	Proposal to manage for 2025/26	Included in the Annual Management Fee
		<b>£2,190</b>
Helpdesk email	Emails will be answered in 2 working days. Cover will be reduced, out of term time and a response will be provided within 3 working days.	YES
Imprest processing	Processing of imprest form via the council's ledger. Basic checking and rejection back to the school as required.	YES
Processing journals from schools and invoices for central payment	Processing form via the council's ledger. Basic checking if incorrect this will be rejected back to the school.	YES
Website	Access to up to date Schools Finance website. Including presentations, updates, signposting to services, school budget etc.	YES
Reports	Use of the council ledger. BWO (WISER) Reports Monthly.	YES
Close down	Guidance and support.	YES
CFR	Check, Reconcile and Upload the CFR report to DfE Collect portal.	YES
BWO (WISER) queries	Queries on BWO (WISER) report – Resolve or Signpost to the relevant service.	YES
Queries	General query that is affecting all schools – solution or progress will be communicated to all schools via email or the schools website.	YES
Access to the Council's Ledger	Use of the Council's Ledger for transactions, processes and reports etc.	YES
Imprest processing	Advice and guidance, checking and correction where possible on your return.	YES
Processing journals from schools and invoices for central payment	Advice and guidance, checking and correction where possible on your return.	YES
Recovery plan	Advice, Guidance, Meeting with Governors as required etc. Includes review of spend and the establishment.	YES
General Enquiries	Ad hoc specific queries by individual schools.	YES

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.