

Finance Support

The schools finance annual management package unlocks a comprehensive range of support and advice designed to meet all finance duties on behalf of maintained schools. This fee includes a generous retainer of 40 hours per school, giving you access to expert guidance and services when you need them most. For additional requests beyond the retainer, we offer a flexible pay-as-you-go option at an hourly rate—so you only pay for what you use. It's a cost-effective way to ensure compliance, reduce administrative burden, and benefit from the council's proven expertise.

Service	Details/Options	Price (VAT will be added where applicable)	Service Specific Terms
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.	All included in the Annual Management Contract Fee at £2,980. Additional time beyond the 40-hour retainer to be charged at £74.50.	12m contract term - pro rata charge in the event of in-year academisation.
Imprest processing from schools	Advice / guidance, basic checking & processing of imprest form via the council's ledger. Rejection back to the school as required with suggested corrections/guidance.		
Processing journals from schools	Advice / guidance, basic checking & processing of journals form via the council's ledger. Rejection back to the school as required with suggested corrections/guidance.		
Processing invoices for central payment from schools	Advice / guidance, basic checking & processing of invoices for central payment. Rejection back to the school as required with suggested corrections/guidance.		
Website Access	Website Access to Schools Finance website. To include, but not limited to, WBC/School procedures and process notes, signposting to other services, school budget and grants etc.		
Reports	Use of the council ledger. BWO (WISER) Reports Monthly, Budget Plans in P1 and Budget monitoring reports issued in P6 and P9		
Close down	Guidance and support.		
CFR	Check, reconcile and upload the CFR report to DfE Collect portal.		
SFVS	Provide updated version to schools, checking responses and rejecting back to schools as required with suggested corrections/guidance.		

BWO (WISER) queries	Queries on BWO (WISER) report – Resolve or signpost to the relevant service.		
General Enquiries	General queries affecting all schools – solution or progress will be communicated to all schools via email or the school’s website. Ad hoc specific queries by individual schools.		
Access to the Council's Ledger	Use of the Council's Ledger for transactions, processes and reports etc.		
Recovery plan Advice	Recovery plan Advice, Guidance, Meeting with Governors as required etc. Includes review of spend and the establishment.		
Bursar Briefings	Access to the Bursar Briefings (held twice per year). Advance booking required to be included on the invitation.		
New bursar induction – Training	There are generally 4 courses available. If you are new to schools finance then the council would recommend going on all 4 courses but the choice would be up to the individual, who will be able to access how much support they need. The current programme includes the following courses: Induction Course How School Finance Works Budget Monitoring Budget Planning; Closedown		
Comprehensive payroll service	Additional charges apply for payments made to the employee where the information received by the contractor was incorrect or did not meet the payroll deadlines set. Collection of overpayments where the information received by the contractor was incorrect or did not meet the payroll deadlines set.	Payroll - £5.60 per payslip Special Payments: BACS - £60; CHAPS - £75 Collection of Overpayments - £60	Available to schools in the annual management contract.
Bankline	Real-time online access to Schools Imprest Bank Accounts: Statement enquiries Make voucher requests Make BACS payments	£214 plus 30p per BACS; £3.50 per Same Day Fast Payment; £52 per HO Emergency CHAPS	Available to schools in the annual management contract. Transaction Charges will be applied quarterly/annually in addition to the standard fee.
Bespoke	Any specific request, will be costed on request subject to availability of suitable staff to carry out the request.	POA	

Please email business.services@wokingham.gov.uk in the first instance if you have any queries