

## Schools Financial Planning Workshop COURSE OUTLINE

### What does Financial Planning mean to you ?

For many of us Financial Planning is no more than wondering how we make our money stretch to the end of each month. For those planning schools finances, however, the picture is a great deal more complex and a dedicated software package, coupled to training by experienced professionals is an essential element of the process. With greater delegation of funding and more accountability for the value derived from that funding, together with the DfES requirement to provide multiple year budget projections, Financial Planning is becoming increasingly important and increasingly complex. We recognise that school finance is an important part of school improvement and this essential management tool will empower schools to develop effective improvement plans supported by a sound financial framework.

#### What's Covered ?

- System Configuration— Installation factors, National Insurance, Staff Salary Scales
- Pupil Derived Funding
- Section 52 Funding
- CFR Income Lines 1-17
- Entry of Staff Costs
- Entry of Premises Costs
- Entry of Learning Recourses
- Identifying other Costs
- Using the Quick Salary Calculator
- Reporting & Graphical Tools

#### Course Benefits

Using RM Financial Planning Software, you will be guided through all the aspects of compiling your own school budget, not only for the current year but also for the next four years.

During the day we will show you how to accurately calculate your school's entitlement to funding derived from Section 52, SSG, Standards Fund and other income sources.

We will also show you how to input staff details to provide accurate costs for Teachers, Education Support Staff and all types of Non Education Support Staff.

We will assist in identifying and costing other areas of school expenditure, including occupation, premises and learning resources.

By the end of the course, many delegates will have completed their 5 Year plan, with little or no further input being required once they return to school.

#### Who Should Attend ?

The course is relevant to Heads, Deputies, School Business Managers, Bursars, Finance Officers and Senior Administrative Officers, indeed anybody in a school involved in or responsible for the formulation of the school's budgets and financial plans.

## Course Outline

This is a very practical one day hands on course, with the minimum of 'chalk and talk' content, and the emphasis on deciding and completing your 5 year budget plan.

### Data Entry—Income

Following an overall introduction to the software, the Consultant will focus firstly on the Income area. Once delegates are completely comfortable with the subject matter they will move into a workshop session, during which they will work on their own financial data. We anticipate that most delegates will be able to complete their Income calculations during this session.

### Data Entry— Expenditure

Our Consultant will then move into the Expenditure aspects of the software, used to calculate those all-important staffing and other costs. Delegates will again progress to a workshop session to enter their own school data into the system.

### Reporting

Finally a presentation of the system's powerful reporting and charting capabilities will empower delegates to produce highly meaningful information to present to a wide variety of audiences, including Senior Management Teams, Governors and Local Education Authorities.

Throughout the course our highly experienced Consultant will be available to assist with any questions that may arise during input of your live data.

## Course Prerequisites

Delegates must be familiar with using PCs running MS Windows XP and the MS Office suite of applications. Due to the highly practical nature of the course, which relies on schools using their own data, the following list of items is considered as essential:

- Section 52 statement or equivalent
- Standards Funds statement
- Details of Leadership Grants & Threshold income
- Teaching staff details, inc. scale, points, allowances and benefits
- Details of Occupancy costs (electricity, gas etc)
- Details of other costs e.g. Insurance premiums, SLA's
- Administrative cost, inc. utilities not included elsewhere
- Statement of last year's outturn
- 5 year pupil number projections
- Details of any Capital Grants
- Other income details e.g. bank interest, catering, sales, lettings trips, etc.
- Support staff details, split by category inc. scale, points and allowances or benefits
- Details of Premises costs (rates, maintenance etc)
- Breakdown of curriculum expenditure, by department if relevant, inc. professional fees, exam fees, trips, etc.
- Last or current year's budget statement, as approved by the Governors
- Capital expenditure, other than grant funded.

## Related Courses

We also offer follow-up half-day sessions on financial interpretation and scenario modelling to demonstrate the financial impact of change.

Using the software's powerful reporting facilities our experienced Consultant will reveal how to identify areas of potential conflict within the school's budget.

Developing analytical skills will empower delegates to identify the factors and trends that underlie deficits or excessive levels of surplus.

## Contact Us

Should you require further clarification on the course content, or would like to register your interest, please contact our Training Administrator, Susan Marsh, on (01235) 401842 or via e-mail (see address below).