

Final FMS Close & Final CFR Upload Guidance Year End 2023-24

Step 1 – Balance Check on new financial year in FMS

Before performing the final close you **must** check that the balances brought forward into 2024-25 are correct.

To do this select page 6 of your **2024-25 FMS Income & Expenditure report** (in the current year) and compare it to the brought forward balances as shown on the Cash Advance Summary for May 2024.

- The I&E report will show the total of your revenue and capital balances added together.
- The Cash Advance Summary gives the total for revenue and capital separately, please check that the revenue and capital balances are correct as per your year-end statement and together they reconcile to the I&E Total Balances B/Fwd.

Income and Expenditure Report					
	<u>Orig. Budget</u>	<u>Curr. Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>% Spent</u>
Assets					
Debtor Control			9,021.25		
Other Assets			0.00		
VAT Input			7,109.08		
Bank Accounts			96,915.88		
Central Funding			0.00		
Petty Cash			100.00		
Total Assets			<u>113,146.01</u>		
Liabilities					
Creditor Control			7,166.12		
Payroll Control			0.00		
Short Term Liabilities			0.00		
VAT Output			979.89		
Total Liabilities			<u>8,146.01</u>		
Net Assets					
Total Assets			113,146.01		
Total Liabilities			8,146.01		
Net Assets			<u>105,000.00</u>		
Represented by					
Total Balances B/Fwd			54,000.00		
In Year Surplus			51,000.00		
			<u>105,000.00</u>		

Total balances brought forward must be within £5. If this is not the case, please contact your school finance link officer.

If the I&E 'Total Balance B/Fwd' matches the balance brought forward on the Cash Advance Summary, you are ready to complete the final close. If they do not match, please contact your Schools Finance link officer.

PLEASE DO NOT PROCEED IF THE TWO BALANCES DO NOT MATCH.

Step 2 – Closing Balances Check on CFR Report

This is to double check that nothing has changed since you submitted your Preliminary Report.

In FMS select:

- The last financial year 2023-24.
- Reports
- CFR
- CFR Report
- The warning in red can be ignored because the Unallocated ledger code is not mapped.
- Please ensure this screen is populated with your contact name and e-mail fields and the boxes are ticked appropriately
- Schools should tick that they have been involved in the preparation.
- Special schools will be required to tick the rates exempt box.
- Click on Preliminary button.

- Select Tab 5 - Balances

Code	Heading	B.Fwd	Calculated	Apportioned	Actual	Status
B01	Committed Revenue Balances	0.00	0.00	0.00	0.00	✓
B02	Uncommitted Revenue Balances	0.00	74020.00	74020.00	74020.00	✓
B03	Devolved formula capital balance	0.00	0.00	0.00	0.00	✓
B05	Other capital balances	0.00	50000.00	50000.00	50000.00	✓
B06	Community Focused School Revenue Bal	0.00	0.00	0.00	0.00	✓
	Validation for check: 93				74020.00	✓
	Validation for check: 95				0.00	✓
	Validation for check: 97				50000.00	✓
Totals		0.00	124020.00	124020.00	124020.00	

- Check that the figures the Actual column for B01 + B02 + B06 = revenue balance at year end
- Check that the actual figures for B03 + B05 = capital balances at year end

in

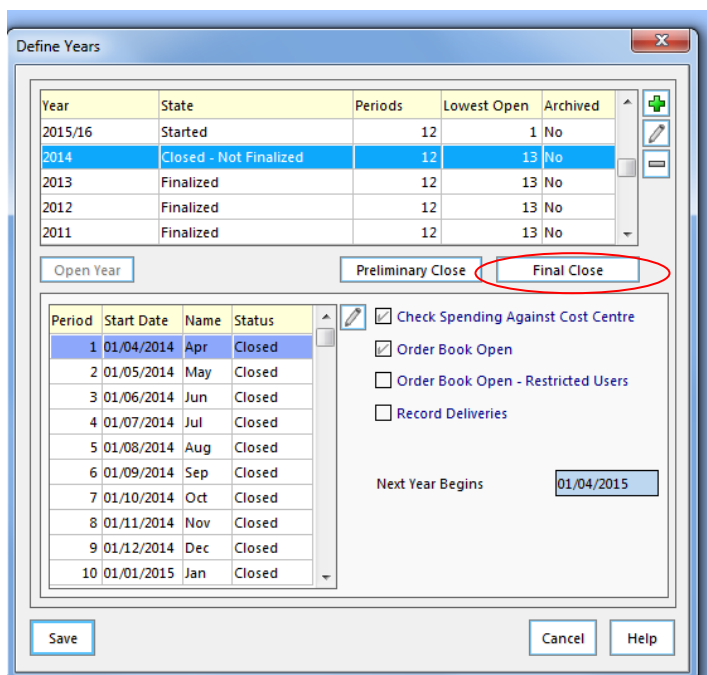
NB. This year BO6 and BO5 balances have been set to zero, except for one school (Ruislip Gardens). Before proceeding to the next step please be certain that the closing balances reconcile to that submitted at year end and to those shown on the Cash Advance Summary. **Once the final close is performed you will not be able to make any changes to the previous financial year.**

Step 3 - FMS Final Close 2023-24

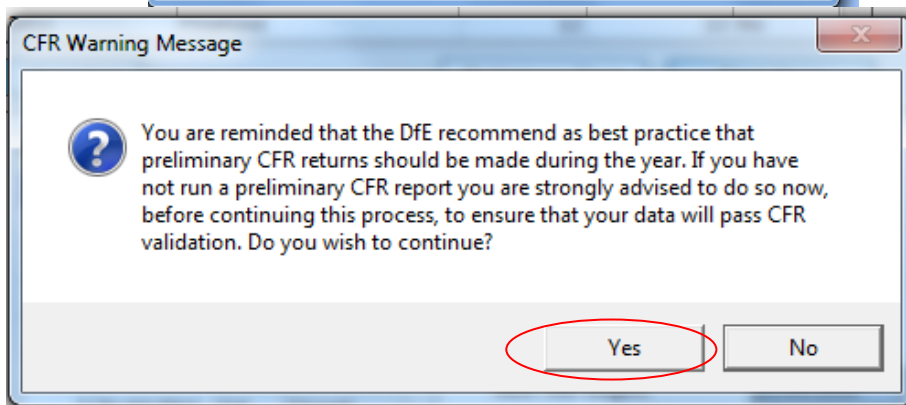
Once the above checks have been carried out you are ready to perform the final close. Select the Financial Year 2023-24.

Select:

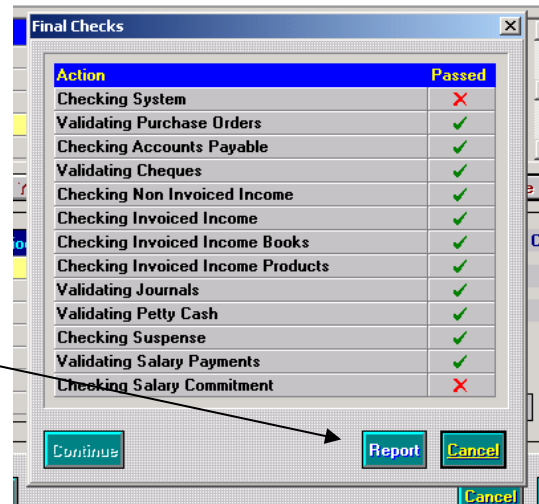
- Tools
- Define Financial Years
- Define Edit Years
- Select '2023-24' Closed – Not Finalized' (Double check the correct year is selected)
- Click on the 'Final Close'.



- When this message appears press Yes



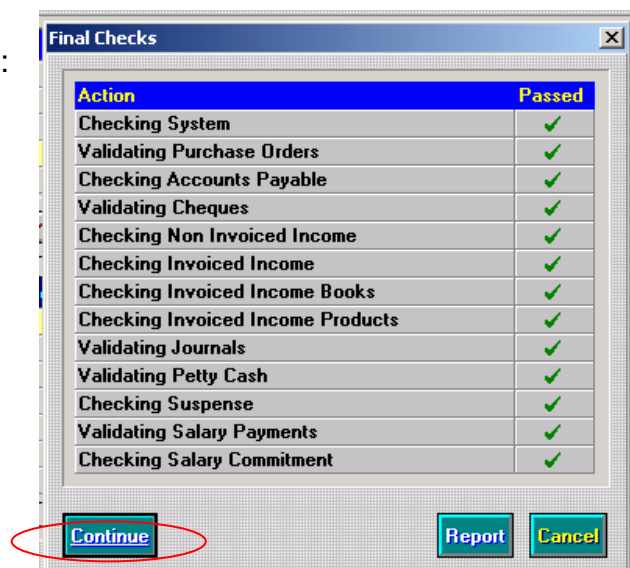
The system will now go through its end of year checks. If the final close fails, and a red cross should appear, click on the report button to identify the areas that need reviewing. If this happens, please contact your Schools Finance link officer.



A successful close will proceed as follows:

Final Checks...

- Click on Continue

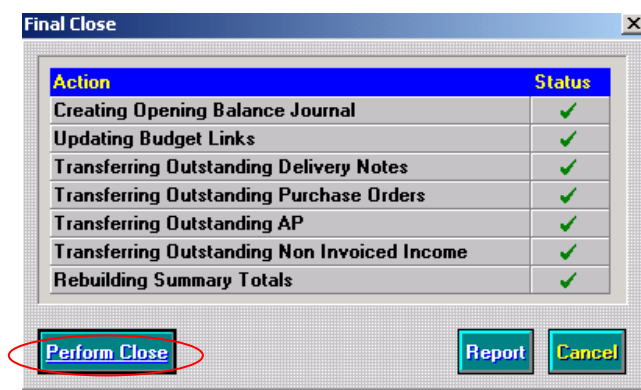


Final Close Checks...

- Click on Perform Close - a warning comes up that this is not reversible.

When asked to confirm close.

- Click on Yes
- Save



Step 4 - Final CFR Return

Once you have completed the Final FMS Closure you will need to run the final CFR Report. This report must be run in order to generate the brought forward balances in your 2024-25 CFR report.

- Select the Financial Year 2023-24
- Reports
- CFR
- CFR Report

- Please check the boxes are ticked appropriately, e.g. if the school is rates exempt then please tick box 2 (this normally only applies to special schools who will be required to tick the rates exempt box)

When the screen opens both the Preliminary and the Final buttons will be live.

- Click on the 'Final' button

Warning: Not all Ledger Codes are mapped to CFR Headings

Report Parameters

School Type: Primary or Secondary School

Contact Name: J Rees

Contact e-mail:

Contact Telephone Number: 01895 250111

Complete Financial Year

If your school is rates exempt, please tick this box

Has the school been involved in the preparation of the CFR return?

If your schools insurance policies/premiums have been purchased centrally, at no cost to the school, please tick this box

Opening Balances from the Actuals for the previous year

OB01 Pupil Focused Revenue Balance (B01 + B02) 0.00

OB03 Capital Balance (B03 + B04 + B05) 0.00

OB02 Community Focused Revenue Balance B06 0.00

Total 0.00

Preliminary Final Cancel Help

You will receive the following message

- Click on Yes

Report Criteria - CFR Report

Warning: Not all Ledger Codes are mapped to CFR Headings

Report Parameters

School Type: Primary or Secondary School

Contact Name: Anna Mlynarczyk

Contact e-mail: office@mail.dtriplets.co.uk

Contact Telephone Number: 020 8573 1617

SIMS FMS Module

The outstanding value within the B07 Capital Loans Balance field has been recorded as 0.00. Please confirm that this is correct as it cannot be changed after production of the Final CFR file.

Yes No

Opening Balances from the Actuals for the previous year

OB01 Pupil Focused Revenue Balance (B01 + B02) 61696.57

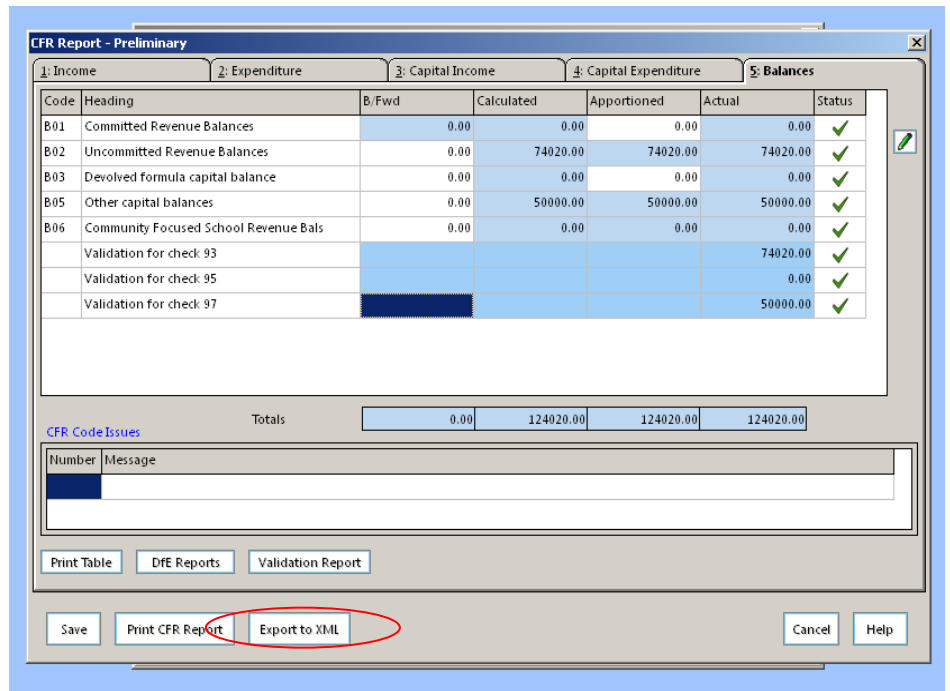
OB03 Capital Balance (B03 + B05) 0.01

OB02 Community Focused Revenue Balance B05 5622.77

Total 62211.35

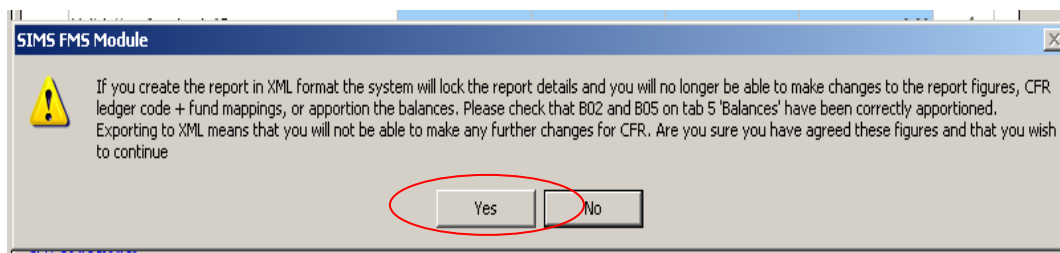
Preliminary Final Cancel Help

- Select Tab 5 Balances



- Click on Export to XML

You will get a warning like this one ...

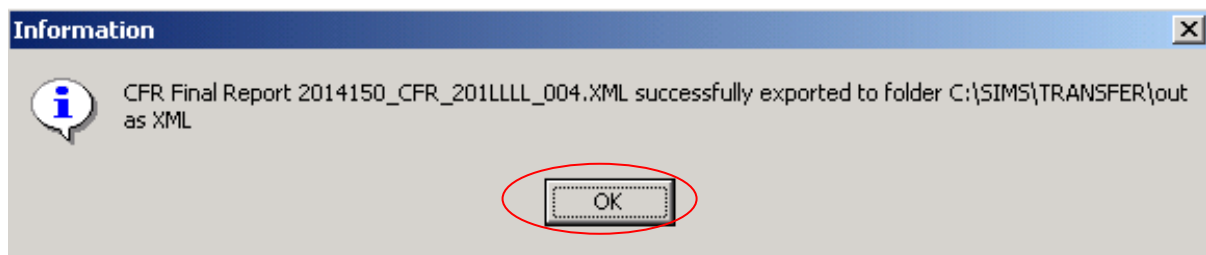


- Select Yes

This will generate the final CFR report; the next screen will show the report's location.

- Make a note of the filename/number and the folder the file is exported to. (Please note: it may be different to the one appearing on this screen print)

You will need this noted for the upload to Collect.



- Click OK

Reports should then be uploaded onto the DfE's COLLECT website. A quick guide on accessing and loading the return onto COLLECT is available on Appendix A. Final reports should be uploaded by **Friday 5th July 2024**.

Please ensure that you take a printout of your Final CFR Report.

- Reports
- CFR
- CFR Report
- Select Final
- Tab 5
- Select Print CFR Report

This Report will need to be approved and included in the minutes of the next Governing Body meeting.

Should you have any queries please do not hesitate to contact you Schools Finance link Officer.

Greg Watson 01895 250451
Davinder Devgon 01895 250458
Steve Denbeigh 01895 556107
Geeta Chohan

Thank you.

Schools Finance Team
London Borough of Hillingdon

June 2024

QUICK GUIDE TO UPLOAD CFR TO COLLECT 2023-2024

Log onto DfE Sign-in: <https://services.signin.education.gov.uk/>

- 1) Enter → Username and Password (this should be the same as that used to upload School Census returns) and tick "I agree to terms of use" box. Sign In.
- 2) Under 'Your applications' click on →COLLECT, on the next screen click on Continue button.
- 3) This leads to the Collect Portal and opens lines of all data collections the school will have access to.
- 4) Highlight → 'Consistent Financial Reporting 2023-2024'
- 5) Click on → 'Select Data Collection'. The CFR Upload screen will appear.
- 6) Click on →'Upload Return from file'
- 7) Use the Browse button to look for the XML file (pick the CFR XML file – check that the correct file -CFR FINAL REPORT, will be correctly dated too- is selected as noted on Step 4 of main guidance)
- 8) Click on →'Upload'
- 9) **A message will appear "Data Return already exists do you wish to overwrite it?" Select "YES"**
- 10) The system will let you know when it has uploaded the data and returns to the "My Data Return" page
- 11) Click on →'Open Return'. Then and check for errors/queries by clicking on → 'All Errors' button at the top of screen.
- 12) If no errors go straight to 16) below.
- 13) If there are errors - a pencil will appear at the end of each row to enable you to write a note to explain the error.
- 14) Click on →pencil icon for each row.
- 15) Click on → 'Add New Note'. Fill in explanation, once finished click on → 'Create' to save the note.
- 16) Once all errors have notes, click on → 'Return'
- 17) At top of screen → 'Back to my COLLECT page' at top of screen
- 18) Click on → '**Submit Return**' when happy with data.
- 19) This action will send the CFR to both the LA and the DfE
- 20) Log out.