**SBS ONLINE NEW PORTAL GUIDANCE - 2025-26 BUDGETS – Part 1**

**USE OF LAST YEAR SCENARIO**

The SBS Team have now fully implemented a new piece of software working almost in the same way as the previous year with a more modern look, with a few changes in functionalities. Schools will have limited time where the old software will still have a view only access.

Each school has had their 2024-25 Fixed Budget and a duplicate copy of this transferred as a working scenario ready for 2025-26 Budget. Now that almost all schools have successfully logged into this new Portal and have attended initial training sessions with SBS, we believe that many Bursars have had a chance to familiarise themselves around the staffing area and to cleanse the current data that is being held.

All Bursars will have similar access rights to as they did in the previous software, to be able to add-on staffing and budget details including pupil numbers, funding predictors, income and expenditure lines, etc.

However, one of the new features introduced is the functionality of ‘The Console’ that only the Schools Finance Team will have access to. Bursars will no longer be able to set up new Budgets, Cost Centres and Codes, or salary assumptions. In addition to this, the agreed Teachers and Support pay scale tables for 2024 and the LBH School Budget Allocations rates for ‘Funding Predictor’ have now been added in centrally. If any of these rates are different to the expected rates, please consult with your Link Officer.

**Getting Started -** **New Budget 2025-28 Scenario**

After logging in, this will take you into the Welcome page. Here:

* You will need to choose a Location - School Name
* Then a Budget - You will see that ‘The Agreed Budget 2427’ has a lock on it – this means that this budget is the fixed budget. Hence, you will need to select the copied and updated budget - ‘Working Budget 25/28’
* Once selected, a ‘Let’s Go’ button will be displayed – please click here

You are now in an area called ‘Workspace’. This is similar to the old Dashboard Area, as the school’s homepage, with the School Details displayed on top.

Often, SBS will have some news flashes to inform you of updates or new information. Some of these are ‘Updates’ for ALL users and may not be relevant to Hillingdon Schools. School Finance Team will highlight these from time to time.

It is recommended that only one working scenario/budget is used at this time, a least until the base budget is completed. If desired this can be duplicated at a later stage to produce “what if” versions, by exception only and will need to be actioned by your Link Officer. Please discuss this further with your Link Officer.

Please check:

* Dashboard - that all school details are current. These can be updated via the edit icon in top right. This includes any changes to Bursars or other users
* Featured Assist (bottom of screen) – Although this shows how to…These features can only be updated by Schools Finance Team
* Access Details – staff who have access to the software, NOT who last updated your budget. Any obsolete users/changes must be reported to School Finance Team who will make these changes.

**SETTINGS**

* **Overview – Budget Summary;**
* Core Settings - confirms basic details of budget, these have been already done centrally. If any of the following is incorrect, please contact your Link Officer.
	+ Name of the Budget
	+ Budget dates Start: 01/04/2025, End: 31/03/2028
	+ Funding Predictor – Table pre-selected. **TAKE CARE, PLEASE DO NOT CHANGE.** Currently, leave whatever year appears, e.g., (21/22), (23/24), etc. However, if any changes are required for the new the 2025-26 Budgets, these will be corrected centrally, and schools will be advised.
	+ National Insurance Tables – pre-selected centrally as NI- 2025.
	+ LA Funding Rate Tables – pre-selected centrally as Hillingdon – 2025; Hillingdon – 2026; Hillingdon – 2027 (including an assumption of 2% year on year)
	+ Contract Types – Staff Contract Settings, Outer London, check service terms hours and weeks per year
		- Support - Region: Outer; Hours: 36 hrs; Weeks: 52.143
		- Increment: Apr
		- Teachers – Region: Out; Hours: 27.5 hrs; Weeks: 52.143 (Infants may need to change teachers to 25 hours)
		- Increment: Sep
	+ Assumptions – pre-selected centrally for Teaching and Support Staff Salaries and Staff Superannuation.
	+ Any salary inflation changes will now be updated centrally, and schools will be informed of these.
		- Teachers Pay Scales Tables – Effect from 01/09/2024; Teachers – 2024. This includes the September 2024 Pay Award in line with recommendations in the STRB’s Report 2024. The Teacher Scales – 2024 B have been pre-selected for all schools. Any modifications required to these figures, please contact your Link.

|  |  |  |  |
| --- | --- | --- | --- |
| Sep 24 | Sep 25 | Sep 26 | Sep 27 |
| 0% | 3% | 3% | 3% |

* + - Teachers Superannuation:

|  |  |  |  |
| --- | --- | --- | --- |
| Sep 23 | April 24 | Sep 24 | Sep 25 |
| 23.68% | 28.68% | 28.68% | 28.68% |

* + - Support Pay Scales Table – Effective from 01/04/2024; Support – 2024. This includes Support Staff Salary Apr 2024 tables (to be increased by £1,491). Again, these are proposed at this moment, hence LBH have anticipated an increase of 3% for 2025-26.

|  |  |  |  |
| --- | --- | --- | --- |
| Apr 24 | Apr 25 | Apr 26 | Apr 27 |
| 0% | 3% | 2% | 2% |

* + - Support Staff Superannuation:

|  |  |  |  |
| --- | --- | --- | --- |
| Apr 24 | Apr 25 | Apr 26 | Apr 27 |
| 24.10% | 24.10% | 24.10% | 24.10% |

* + - Salaries for Custom scales - Please speak to your Link Officers
* **Overview – Opening Balances**
	+ Both Revenue and Capital Brought Forward Balances need to be updated and/or added here.

If you have any questions or wish to discuss any of the systems further, please contact the support desk:

Email Address: sbsonline@schoolbusinessservices.co.uk

Telephone number: 0345 222 1551 Option 8

Schools Finance Team

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