

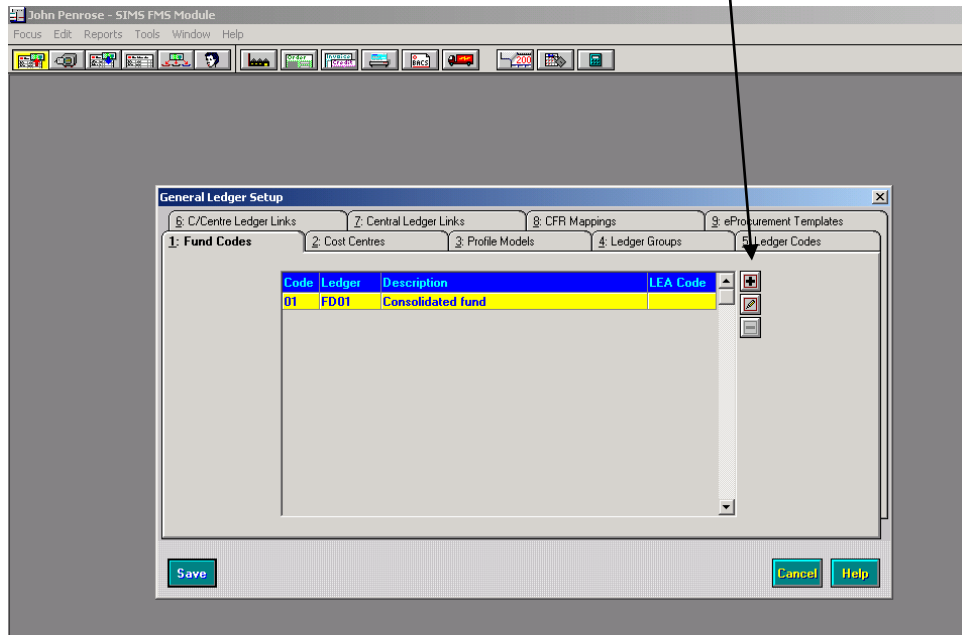
SETTING UP A NEW FUND in FMS6

A new fund may be required when a school wants to differentiate costs and produce separate reports for an area of spend. It is recommended that a Hub School receiving funding for Extended Schools, holding funds to be redistributed to other schools, should set up Fund 03.

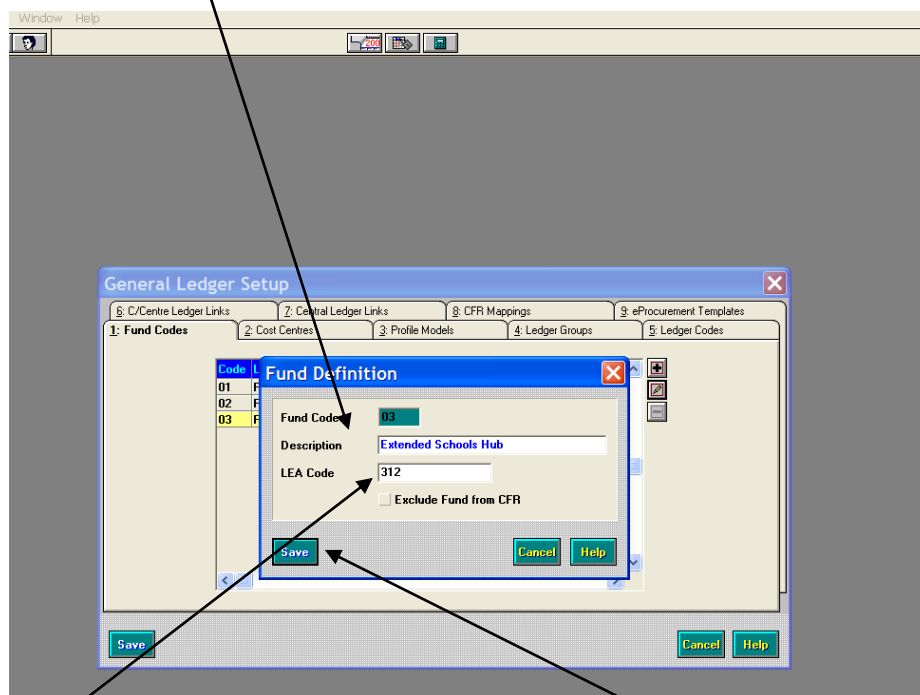
CREATING A NEW FUND

- Tools
- General Ledger Set up
- Tab 1 - 'Fund Codes'

Click on plus sign



Enter details



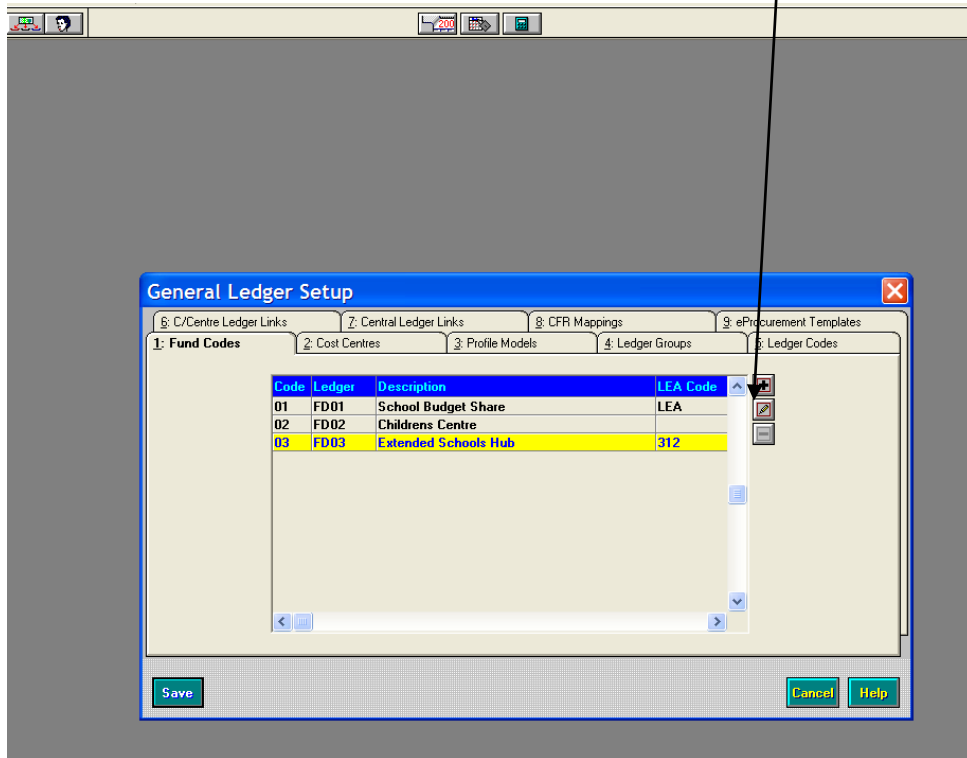
LBH LEA No. is 312

Save

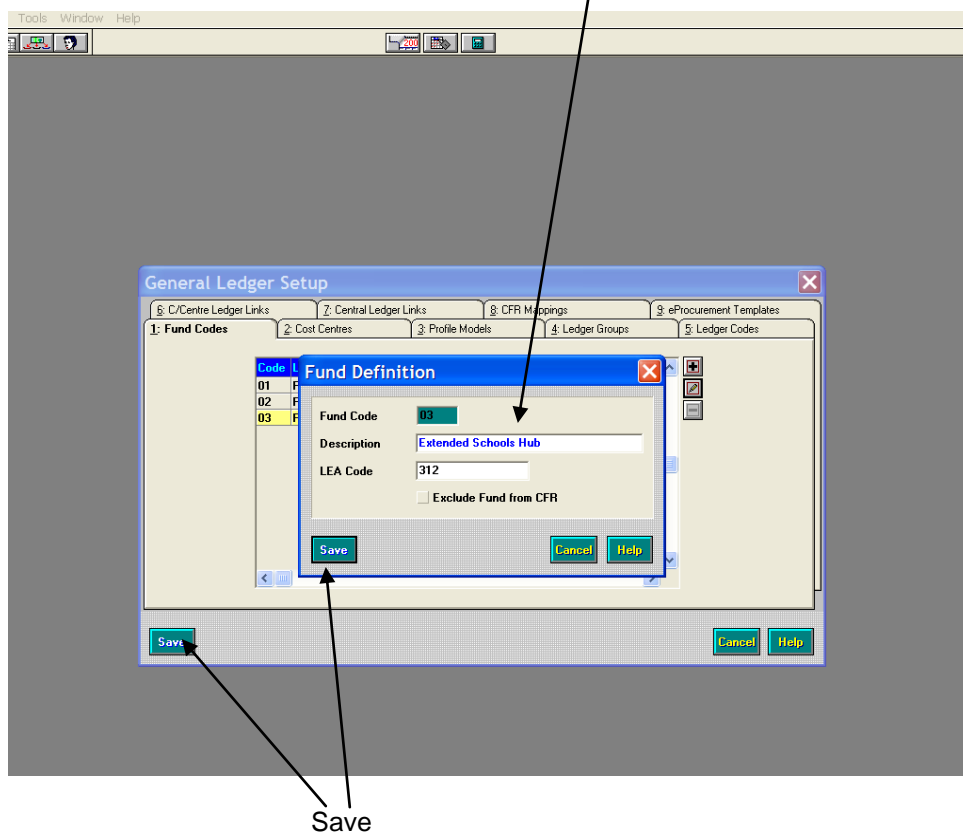
ALTERNATIVELY CHANGING THE NAME OF EXISTING FUND

- Tools
- General Ledger Set up
- Tab 1 Fund Codes

Click on edit sign



Overtyping name to 'Extended Schools Hub'



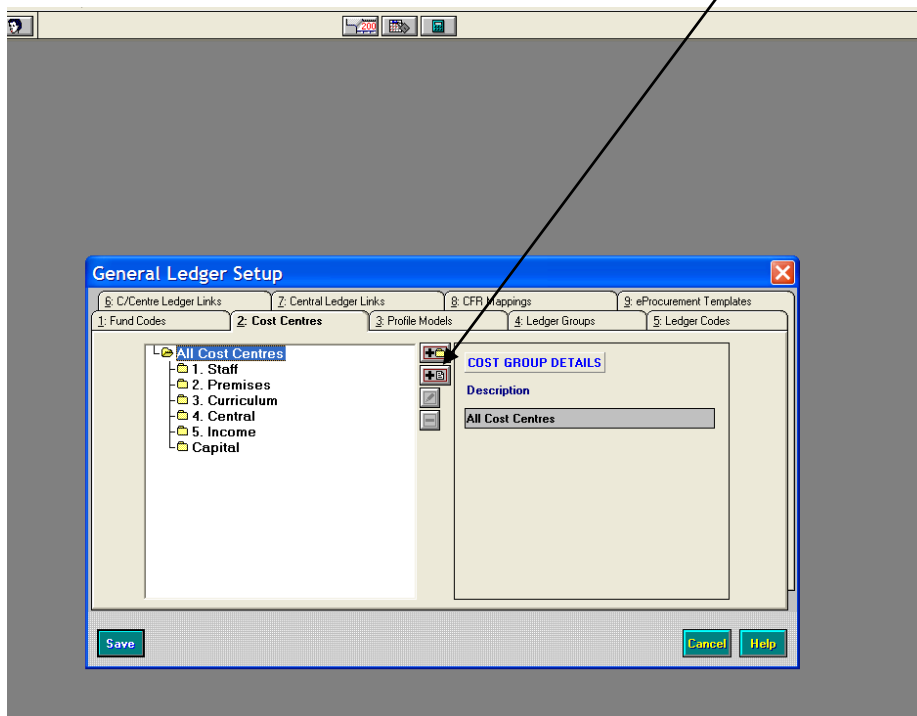
CREATING EXTENDED SCHOOLS COST CENTRES

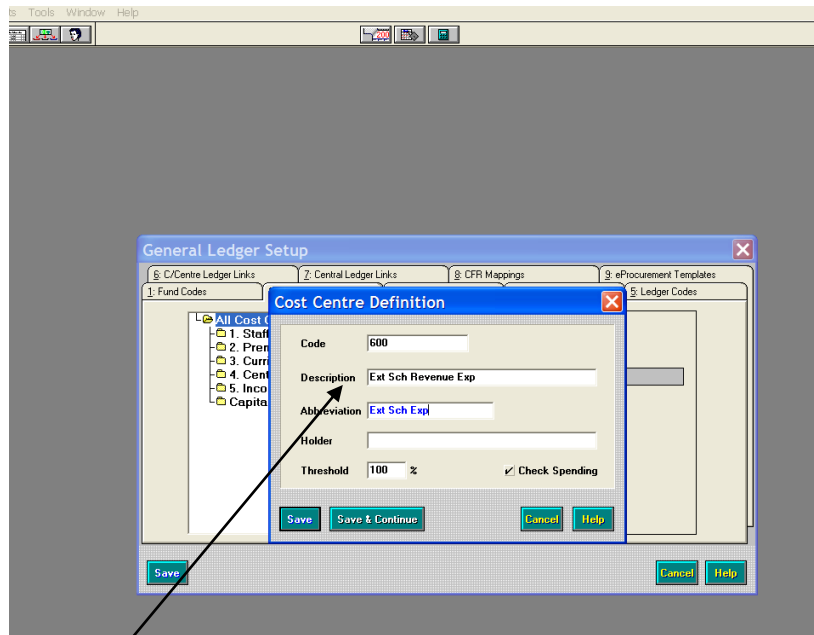
Collaboratives should be able to monitor their Extended Services by creating separate income and expenditure cost centres within Fund 01. Any Extended Schools Capital should already be grouped within their Capital Cost Centre Grouping.

Extended Schools income / expenditure, revenue / capital should be recorded under cost centres identified by this name. If you do not already have separately identified cost centres then new Cost Centres should be set up by Collaborative Schools receiving Revenue funds from the Hubs. Hub schools using Fund 03 should also set up separate cost centres for income / expenditure and revenue / capital funding received. All Schools should set up two Cost Centres, one for Expenditure and one for Income (not within any groups but just as stand alone Cost Centres).

- Tools
- General Ledger Set up
- Tab 2 – 'Cost Centres'
- Highlight 'All Cost Centres' on the Top

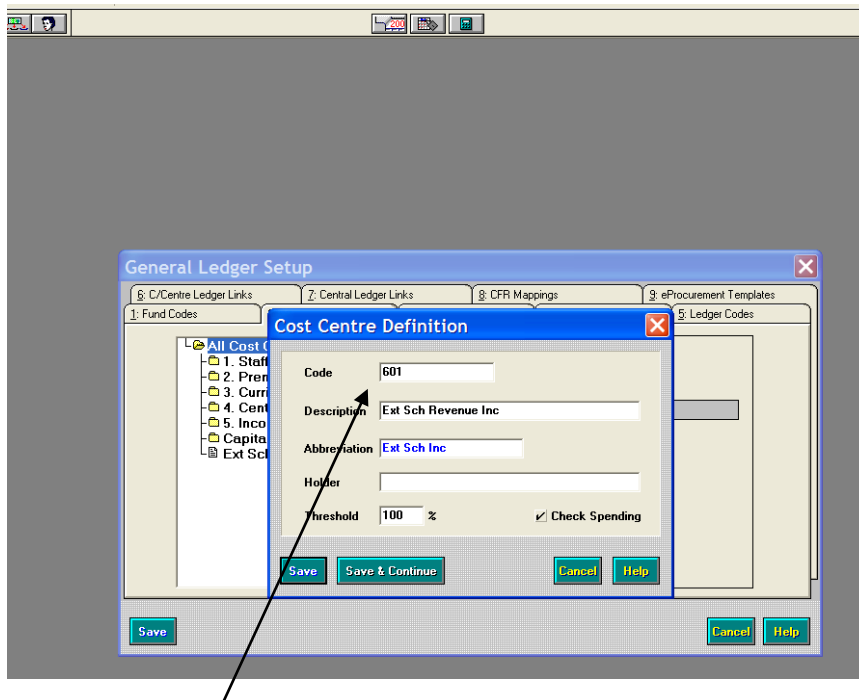
Click on paper sign





Fill in details, you can choose a cost centre code to suit your school. We recommend you set up two Cost Centres, one for Expenditure.

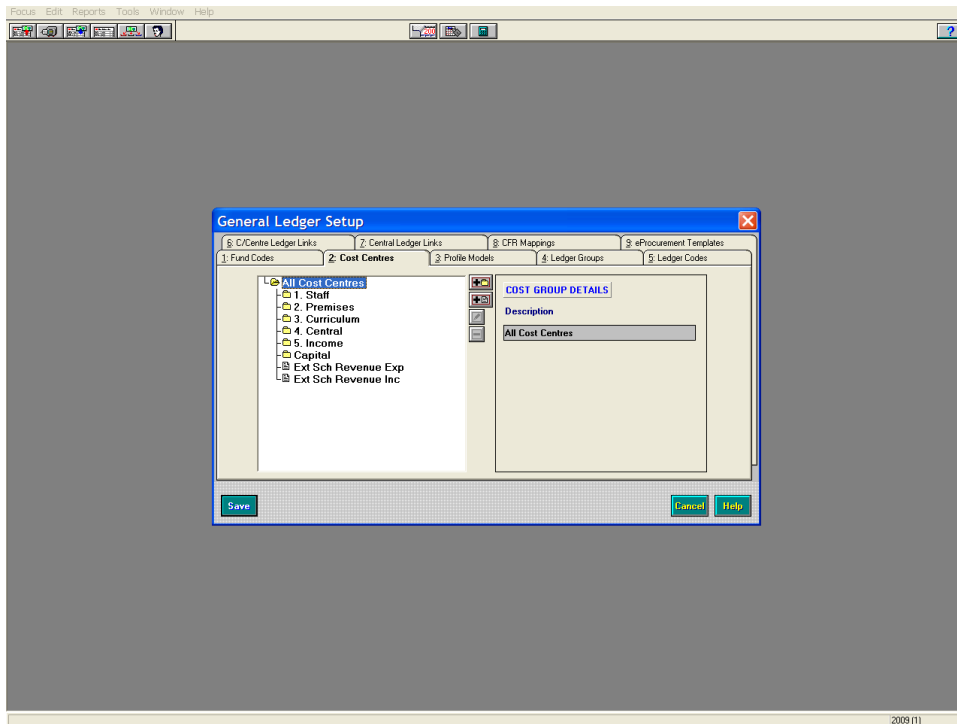
- Save



And, one for Income. Fill in details, again you can choose a cost centre code to suit your school.

- Save

These will then sit like this:



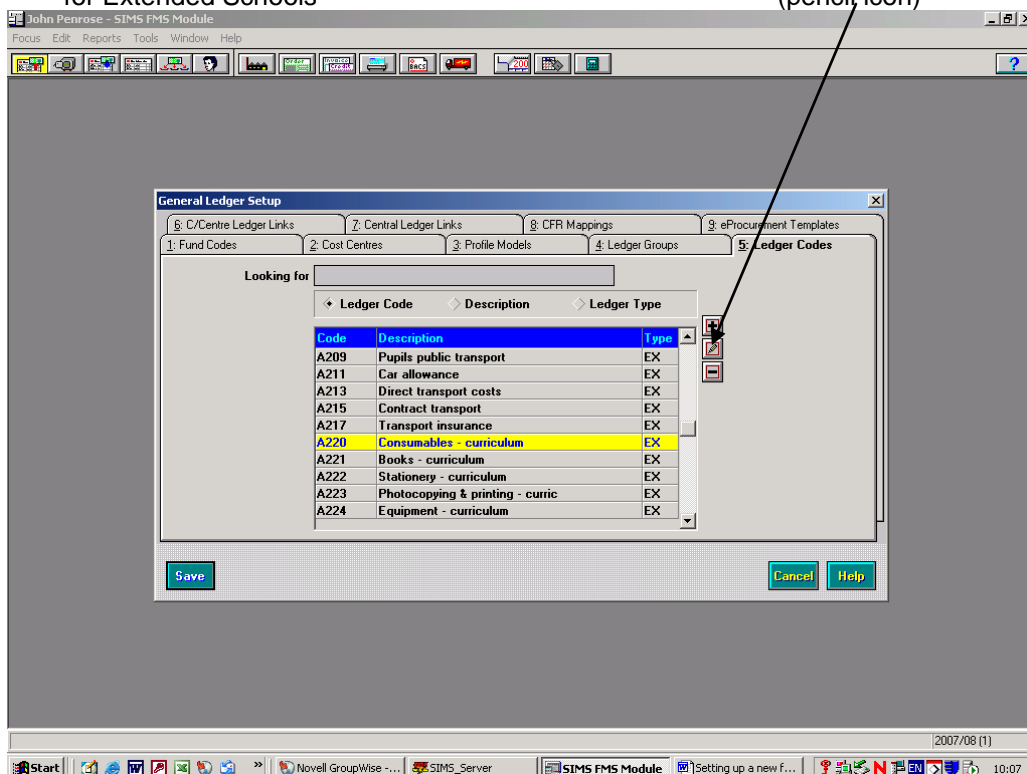
Please note that Capital Extended Schools Cost Centre should be set up within the Capital Group and Reports generated as part of your normal Cumulative Expense Analysis for Capital Monitoring Returns.

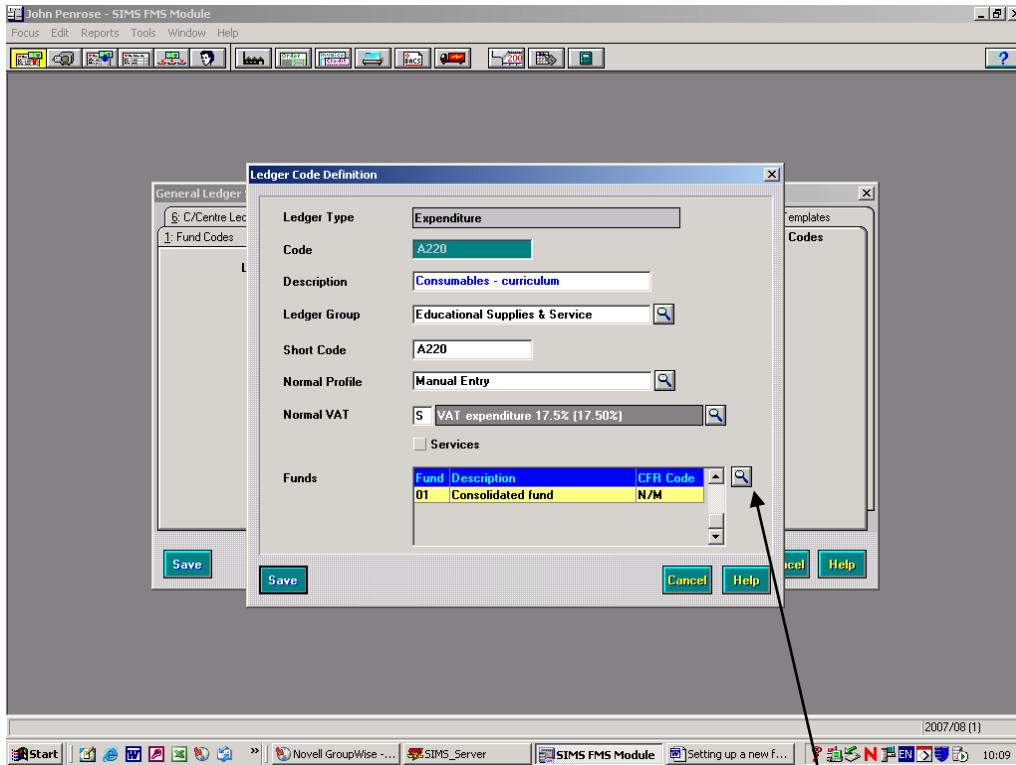
LINKING LEDGER CODES TO A NEW FUND

Please see Appendix A for the Ledger Code List.

- Tools
- General Ledger Set up
- Tab 5 – ‘Ledger Codes’
- Scroll down to select the correct Ledger Code for Extended Schools

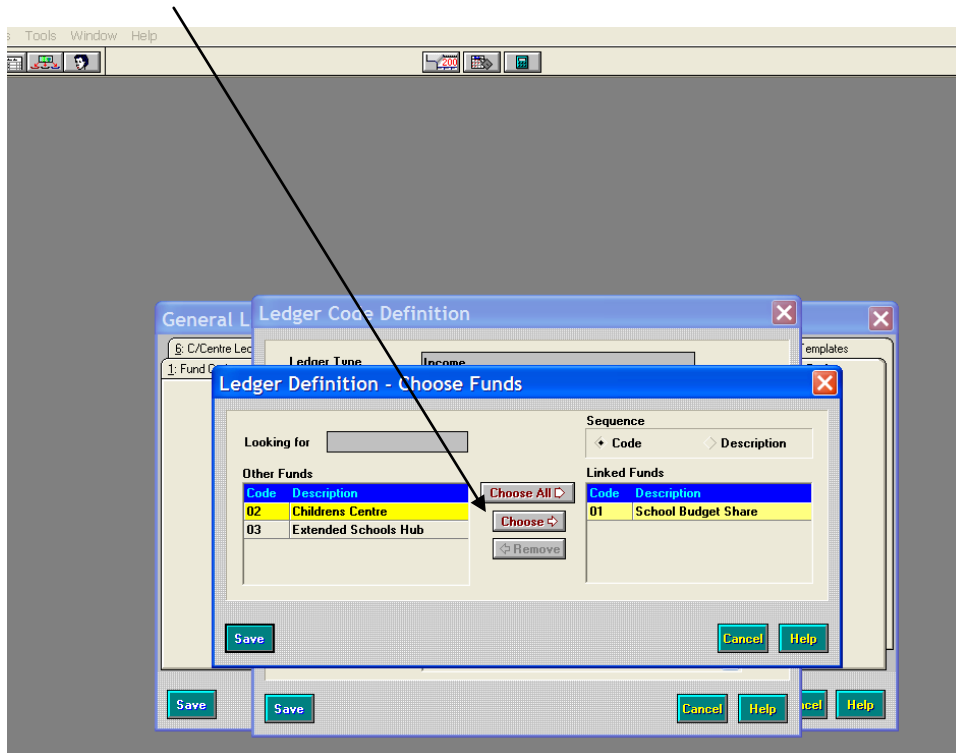
Click on Edit button (pencil icon)





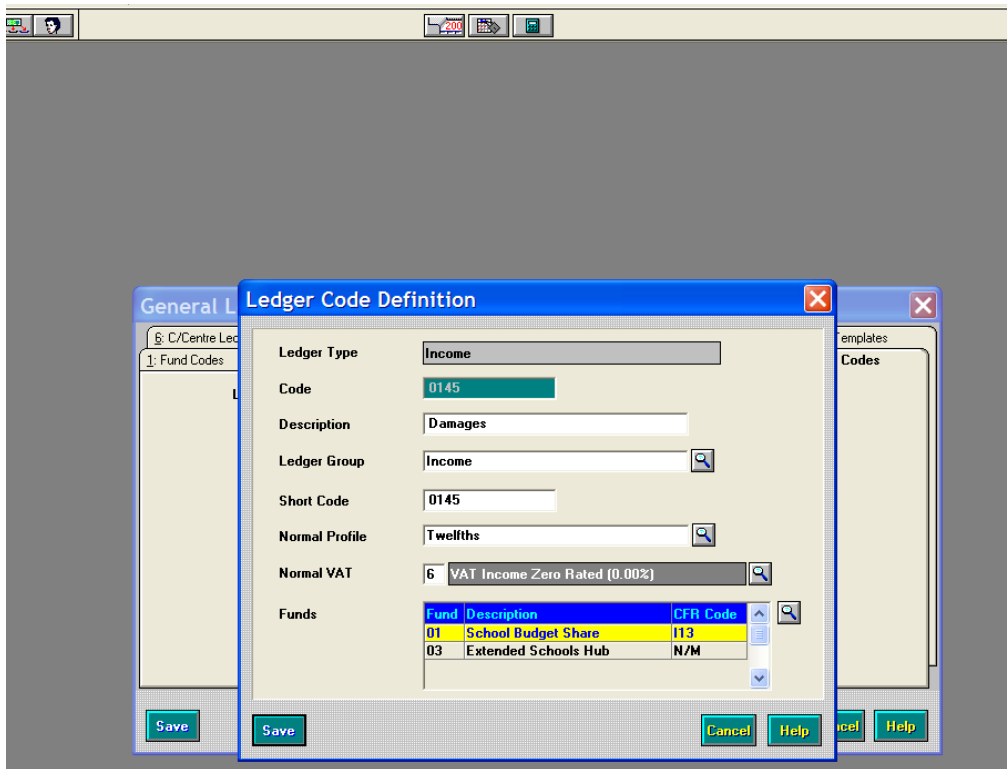
Click on magnifying glass

Highlight fund on left and choose



- SAVE - This will link your Ledger Code to the new fund

Your screen should now look like this:

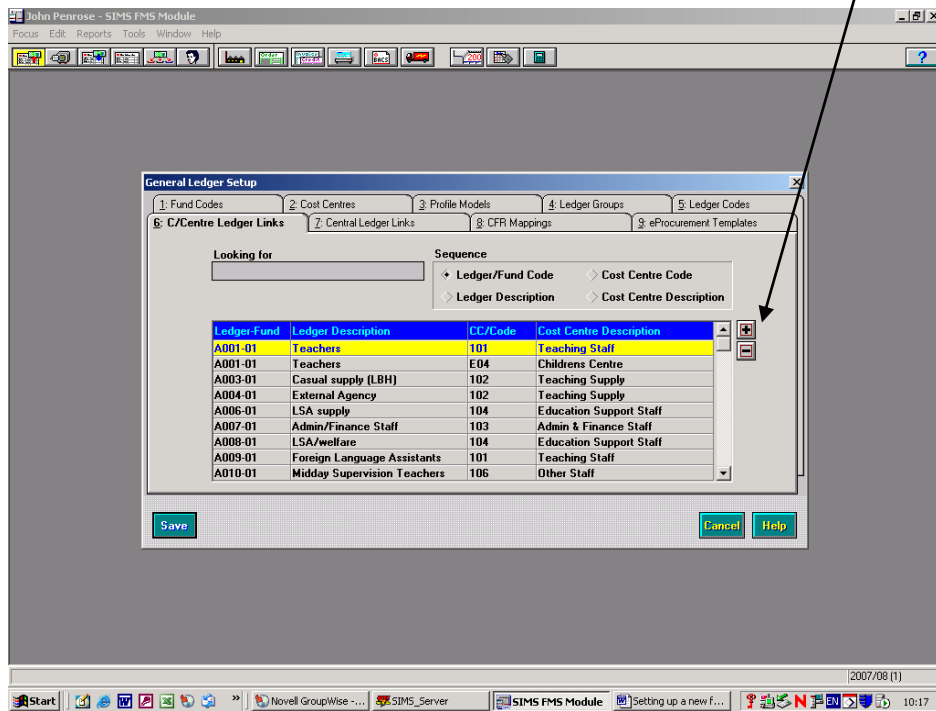


- Save

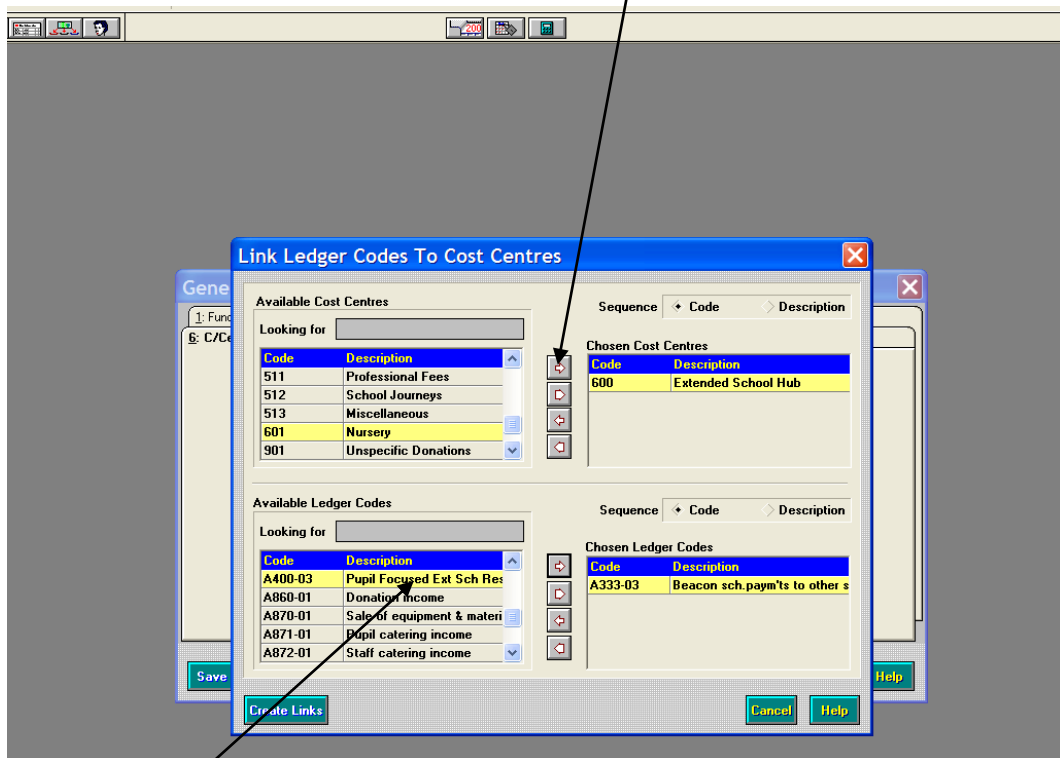
LINKING COST CENTRES to LEDGER CODES

- Tools
- General Ledger Set up
- Tab 6 – 'C/Centre Ledger Links'

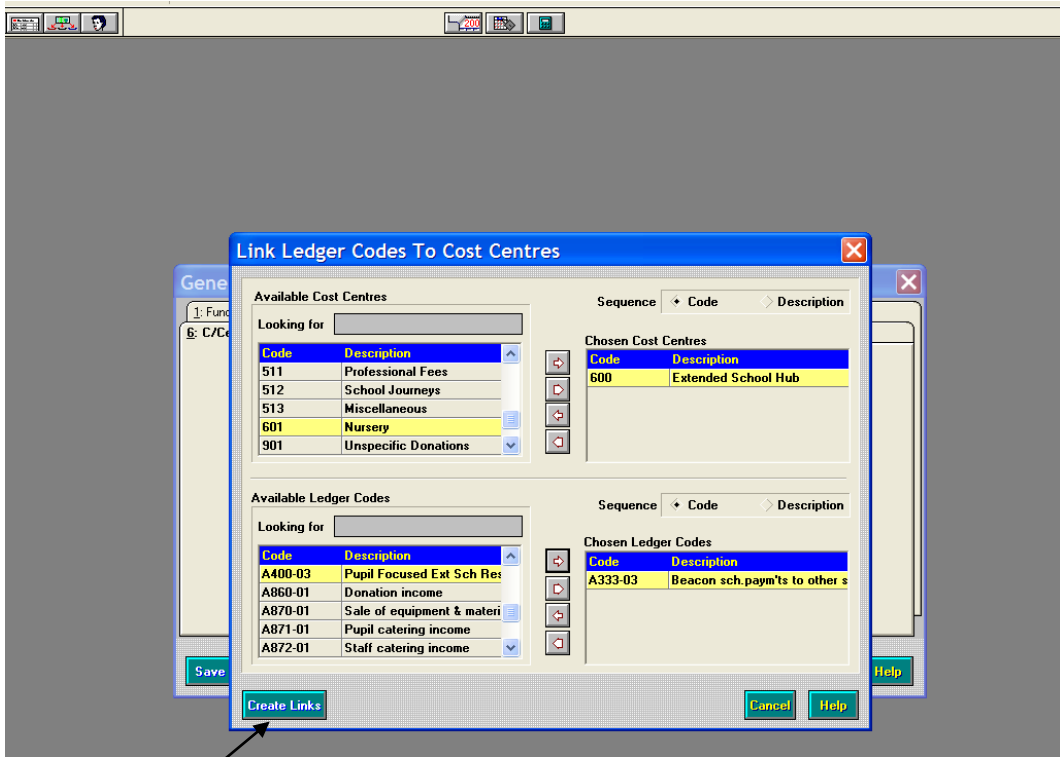
Click on plus button



Highlight and choose cost centre



Highlight and choose Ledger Code – Ledger Codes you have linked to the New Fund. These will end in -03.



Click on Create links

- Save

MAPPING LEDGER CODES FOR CONSISTENT FINANCIAL REPORTING

- Tools
- General Ledger Set up
- Tab 8 – ‘CFR Mappings’

Click on magnifying glass and choose Expenditure and select ‘E24’, ‘E31’ and ‘E32’, as appropriate

General Ledger Setup

1: Fund Codes 2: Cost Centres 3: Profile Models 4: Ledger Groups 5: Ledger Codes

6: C/Centre Ledger Links 7: Central Ledger Links **8: CFR Mappings** 9: eProcurement Templates

CFR Headings

Table: Expenditure

Code	Heading
E19	Learning resources (not ICT equipment)
E20	ICT learning resources
E21	Exam fees
E22	Administrative supplies
E23	Other insurance premiums
E24	Special facilities
E25	Catering supplies
E26	Agency supply teaching staff

Mapped Ledger Codes

Sequence Code Description

Code	Description
A180-01	Classroom furniture
A209-01	Pupils public transport
A213-01	Direct transport costs
A215-01	Contract transport
A220-01	Consumables - curriculum
A221-01	Books - curriculum
A222-01	Stationery - curriculum
A223-01	Photocopying & printing - curric

Click on magnifying glass

Highlight and choose ledger code –

Make sure you select the ledger code with the correct fund suffix, for instance -03

General Ledger Setup

1: Fund Codes 2: Cost Centres 3: Profile Models 4: Ledger Groups 5: Ledger Codes

6: C/Centre Ledger Links 7: Central Ledger Links **8: CFR Mappings** 9: eProcurement Templates

Choose Ledger Codes for E24 CFR Code

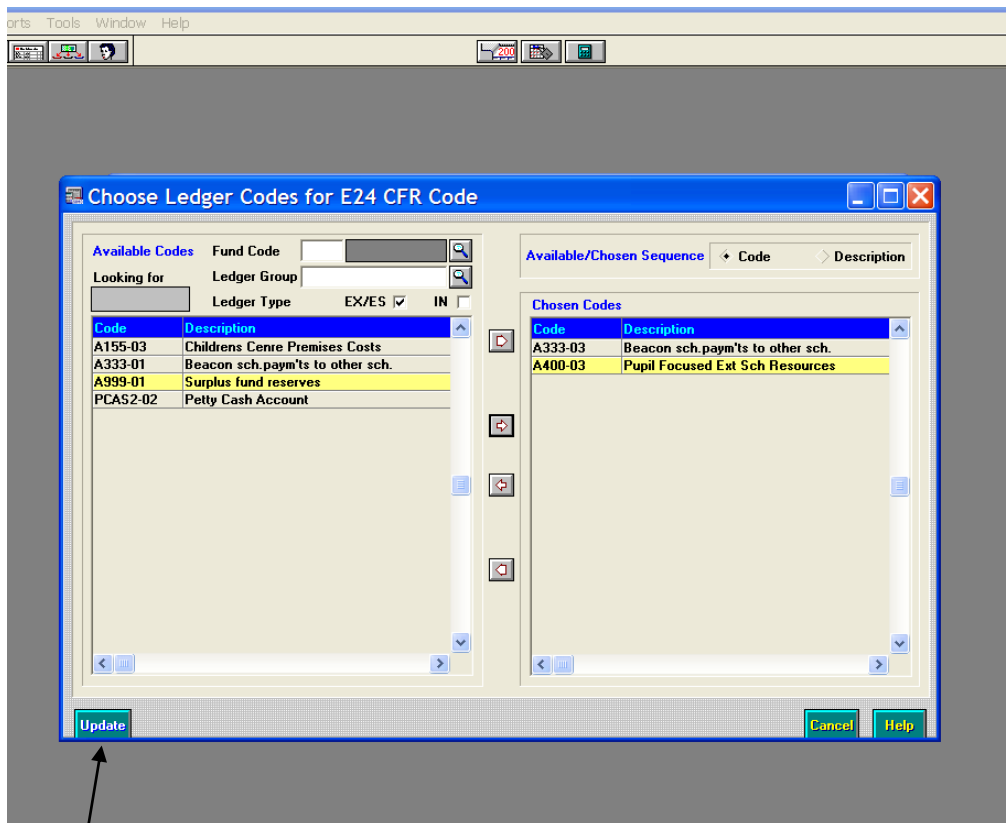
Available Codes Fund Code Ledger Group Ledger Type EX/ES IN

Code	Description
A155-03	Childrens Centre Premises Costs
A333-01	Beacon sch.paym'ts to other sch.
A400-03	Pupil Focused Ext Sch Resources
A999-01	Surplus fund reserves
PCAS2-02	Petty Cash Account

Available/Chosen Sequence Code Description

Code	Description
A333-03	Beacon sch.paym'ts to other sch.

Select and arrow across



Update

- Save

This process will need to be followed for any income and expenditure codes you wish to use in this fund.

Now you will be able to choose the appropriate fund when ordering and paying invoices, and recording income.

When generating Reports:-

FOR HUB SCHOOLS:

You will be able to choose the correct fund when generating Cost Centre Summary Report. For the monthly returns to the School Finance Team leave any fund option blank so reports incorporate both (All) funds. You will also be required to generate Reports for each Fund.

You will be able to also generate the Cumulative Expense Analysis Report in the same way, by selecting the correct Fund.

FOR COLLABORATIVE SCHOOLS:

For monitoring purposes, you will be able to generate Detailed Transaction Reports (Reports – General Ledger – Transactions – Detailed Transactions – Cost Centre Transactions, where you will be able to select the appropriate Cost Centres). This report will separate the Ledger Code totals within the Cost Centres.

APPENDIX A

Expenditure		
Spend Description	Ledger Code	CFR
Children Centre Manager	A007	E05
Administration Officer	A007	E05
Family Support Worker	A008	E03
Sessional Crèche Worker	A015	E03
Early Years Practitioner	A015	E03
Advertising (recruitment)	A051	E08
External Training Courses	A070	E09
Hire of Halls/Rooms	A153	E18
Premises costs	A155	I08
Medical Expenses	A171	E22
Staff Car Allowance	A211	E08
Books	A221	E19
Books -Curriculum (under 5's EYFS)	A220	E19
Art/Craft Materials	A222	E19
Equipment Purchase (Toys)	A224	E19
Other Expenses	A230	E22
Office Stationary	A232	E22
Printing and Photocopying (office)	A232	E22
Printing and Photocopying	A233	E22
Computer Maintenance Contracts	A235	E22
Catering External	A250	E25
Postages	A301	E22
Telephones	A302	E22
Telephones	A302	E22
Marketing	A321	E22
Publicity	A321	E22
Adult Education Classes	A324	E27
Day Trips	A325	E19
Management Consultancy Advice	A330	E28
Therapy Services	A330	E28
Translation & Interpretation	A330	E28
Grants	A333	E24
Food/Hospitality	A323	E08
CRB Checks	A330	E28
Sickness Insurance Support	A060	E11
Sickness Insurance Teachers	A059	E10
Occupational Health Service	A330	E28
Payroll Service	A330	E28
HGfL Engineer	A235	E22
Computer Curriculum	A225	E20
Furniture General	A181	E22
Premises Costs	A155	I08
Surplus fund reserves (Unallocated)	A999	N/A
 <u>Income</u>		
Donation Income	A860	I13
Other Grant Income	A926	I07