FINANCIAL REPORTS

SIMS FMS

GUIDANCE NOTES FOR SCHOOLS



October 2021

OPTIONAL CHECK SHEET

PLEASE GENERATE <u>ALL</u> OF THE FOLLOWING REPORTS AT THE SAME TIME WITHOUT ANY TRANSACTIONS IN BETWEEN

REPORTS/ DOCUMENTS REQUIRED	<u>FMS Guidance</u> on Page	<u>TICK</u> DONE
QUARTERLY:		
COPY OF BANK STATEMENT - with two signatures		
SYSTEM BANK RECONCILIATION - with two signatures	2	
UNRECONCILED ITEMS LISTING - with two signatures	2	
(Figures on above documents should match with I&E report)		
INCOME & EXPENDITURE REPORT	3	
VAT SUBMITTAL REPORT – signed by the Headteacher	4	
VAT SUBMITTAL REPORT (MTD) saved in Excel	6	
MONTHLY: (Set months during the year - see Returns Timetal	ble)	
COST CENTRE SUMMARY	9	
ONCE REPORTS ARE COMPLETED:		
Closing the period	9	

Early returns are welcome.

Introduction

Each quarter schools are required to submit the following financial reports and documents to the Schools Finance Team as detailed by the School Finance Returns Timetable. This guidance document details the steps to produce these reports using the SIMS system. Capital reports guidance is given in a separate document.

Bank Reconciliation

You must reconcile your SIMS FMS system to the quarter end bank statement position (online bank statement prints will suffice) before running your Bank Reconciliation report.

To produce the Bank Reconciliation Report:

• Take the route Focus, General Ledger, Bank Reconciliation

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a 810 Bank Act	ount 🔤 🕹 🖑 🌩 📼 🖥 🅱 🚔	
🔤 Bank Reconc	liation	
Looking For		View
		All Accounts
Sequence	⊗ Date ♦ Stat. No.	
Stat. Date	Stat. No. Account	Account No. Sor
11/02/2015	810 Bank Account	01177112 40-
26/01/2015	809 Bank Account	01177112 40-
17/12/2014	808 Bank Account	01177112 40-3
13/09/2014	807 Bank Account	01177112 40-
22/08/2014	806 Bank Account	01177112 40-
15/08/2014	805 Bank Account	01177112 40-3
08/08/2014	804 Bank Account	01177112 40-
01/08/2014	803 Bank Account	01177112 40-
25/07/2014	802 Bank Account	01177112 40-
18/07/2014	801 Bank Account	01177112 40-
11/07/2014	800 Bank Account	01177112 40-
04/07/2014	799 Bank Account	01177112 40-
27/06/2014	7/80 Bank Account	01177112 40-3
20/06/2014	797 Bank Account	01177112 40-
13/06/2014	799 Bank Account	01177112 40-
06/06/2014	793 Bank Account	01177112 40-
30/05/2014	729 park Account	01177112 40-
23/05/2014	793 Bank Account	011//112 40-
16/05/2014	792 park Account	01177112 40-
09/05/2014	791 Dank Account	0117/112 40-
02/05/2014	720 Date Account	01177112 40-
25/04/2014	Top Denk Account	01177112 40-

- o Highlight the last Bank Reconciliation you have used for the appropriate month
- Click on the *printer icon* on the top toolbar.

The *Closing Balance* at the bottom of your Bank Reconciliation report must equal the month end bank balance as per your bank statement print.

Unreconciled Items Listing

To produce the Unreconciled Items Listing:

- Take the route Reports, General Ledger, Bank, Un-reconciled Transaction Listing.
- No transaction date needs to be entered
- o Click ok
- o Click on the Print icon

Bank	Reconciliat	tion - I	Unreconciled Items			
Selection						
Financial Yea	r - 2015					
Account - A	II Bank Accounts					
From Transac	tion Date - NA					
To Transactio	in Date - NA					
Heer US1	Establishe	nont Hilb	andra Demo School			
<u></u>	Contraction	incine	······································		_	
Date	Ref	Bank	Details	Source	Payments	Receipts
23/12/2014	004920	BK01	AR Refund for Dummy Debtor	AR	50.00	0.00
25/12/2014	123430	BK01	AR Receipt 123436	AR	0.00	0.00
11/02/2015	CRC Credit	BK01 BK01	CRC Credit	GL	15.00	100.00
11/02/2015	DD	BK01	DD - Gas - Mar 15	GL	120.00	100.00
23/06/2015	cancelled chemie	BK01	Cancelled Chemin	GL.	120.00	0.00
26/06/2015	004924	BK01	Sportscene Ltd	AP	30.00	0.00
26/06/2015	004925	BK01	The Printer Store	AP	539.88	0.00
03/07/2015	Payroll error	BK01	Correct Payroll error	GL	100.00	0.00
10/07/2015	correction of VAT	BK01	Correction of VAT	GL	0.00	117.50
03/09/2015	BACS156	BK01	BACS Run 156	AP	579.00	0.00
02/00/2016	BACS158	BK01	BACS Run 158	AP	27.36	0.00
03/09/2013	123	BK01	Slip: 123	AR	0.00	100.00
16/09/2015		BK01	Refund of overpayment	GL	0.00	300.00
16/09/2015 24/09/2015	Overpayment received				~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	190.00
16/09/2015 24/09/2015 29/09/2015	Overpayment received 123456	BK01	to correct incorrect VAT	GL	0.00	100.00
16/09/2015 24/09/2015 29/09/2015 29/09/2015	Overpayment received 123456 123456	BK01 BK01	to correct incorrect VAT to correct incorrect VAT	GL GL	180.00	0.0
16/09/2015 24/09/2015 29/09/2015 29/09/2015 16/10/2015	Overpayment received 123456 123456 16/10/15 PACS160	BK01 BK01 BK01	to correct incorrect VAT to correct incorrect VAT Slip: 16/10/15 BACS Pum 160	GL GL AR	180.00 0.00	0.00
16/09/2015 24/09/2015 29/09/2015 29/09/2015 16/10/2015 16/11/2015 13/01/2016	Overpayment received 123456 123456 16/10/15 BACS160 abad	BK01 BK01 BK01 BK01 BK01	to correct incorrect VAT to correct incorrect VAT Slip: 16/10/15 BACS Run 160 CP DM	GL GL AR AP GL	0.00 180.00 0.00 7,200.00	0.00
16/09/2015 24/09/2015 29/09/2015 29/09/2015 16/10/2015 16/11/2015 13/01/2016	Overpayment received 123456 123456 16/10/15 BACS160 abcd SEO(GW	BK01 BK01 BK01 BK01 BK01 BK01	to correct incorrect VAT to correct incorrect VAT Slip: 161015 BACS Run 160 CBJNL Cash Lon	GL GL AR AP GL GI	180.00 0.00 7,200.00 0.00 0.00	0.00 10.00 1,000.00 80.000.00
16:09/2015 24/09/2015 29/09/2015 29/09/2015 29/09/2015 16/10/2015 16/11/2015 13/01/2016 19/01/2016 20/01/2016	Overpayment received 123456 123456 16/10/15 BAC\$160 abcd \$FO/GW Jan CA	BK01 BK01 BK01 BK01 BK01 BK01 BK01	to correct incorrect VAT to correct incorrect VAT Slip: 16/10/15 BACS Run 160 CB/NL Cash Loan Ian CA	GL GL AR AP GL GL GL	0.00 180.00 0.00 7,200.00 0.00 0.00 0.00	0.00 10.00 1,000.00 80,000.00

Please note: the Bank Reconciliation and the Unreconciled Items reports should be run consecutively. <u>It is important that no transactions are processed between producing these</u> two reports.

	Bank Reconciliation Selection Financial Year - 2005 Account - Disbursement Account Account - 04252228 Sort Code - 60-09-23 Statement: Number - 473 Statement: Date - 15/2//2003 User:SYS Estab Ishment: sample school			
	Date Ref. Details 11/06/2003 Sup STAFF PAYE-N Teach PAYE Mar03 Teach PAYE-Mar03 Teachers PAYE-Mar03 11/06/2003 Teach PAYE Mar03 Teachers PAYE-Mar03 Teachers PAYE-Mar03 11/06/2003 SF frome Mar03 SE frome Mar03 SE frome Mar03 11/06/2003 LIGIA GOMES CLA LIGIA GOMES CLA LIGIA GOMES CLAY 11/06/2003 K Lower-100230 K Lower-100281 K Lower-100281 11/06/2003 Teacher PAYE Mar03 Teachers PAYE Mar03 11/06/2003 R Temple R Temple-supply 11/06/2003 F Fox Varconciliz filtens-sno. 473	Source GL GL GL GL GL GL GL GL GL GL	Payments 12,897,77 0.00 0.00 0.00 517,02 0.00 0.00 124,915,52 740,60 249,60 2,236,85	Receipts E.00 62,457.76 4,06C.00 14,751.50 C.00 598.65 710.10 0.00 0.00 0.00 0.00
To confirm that your reports have been run successfully please check	11/06/2003 :00482-St. 473	GL — — Opening Balance	137.48 141,694.84 1376547.60 CR	0.00 82,578.01
the bottom of your Bank Reconciliation report to	Current Ledger Ea and	Movement Closing Balance e at time of printing	59116.83 DR 1317430.77 CR 2130408.65 CR	

Closing Balance (Bank Stmt. Balance) plus Unreconciled receipts total less Unreconciled payments total = Current Ledger Balance at time of Printing.

Please ensure that your unreconciled items are kept up to date. Anything on the screen older than 6 months should be investigated, and if necessary, cancelled, credited or debited off. Associated cheques should be cancelled with the Bank. Schools may wish to issue a new cheque in these cases.

Once you are satisfied with your Bank Reconciliation reports both the Finance Officer and Headteacher need to sign and date the Bank Statement, system Bank Reconciliation and Unreconciled Items Listing report ready for submission to the Schools Finance Team.

Income and Expenditure Report

This must be generated <u>immediately</u> following completion of the bank reconciliation.

- Take the route *Reports*, *CFR*, *IE Report*
- Select 'Year to Period 13'
- Select *Print* to produce the report.

An example of page 2 the Income and Expenditure is provided right:

	no separation report					
		Orig, Bulget	Curr. Budget	Actual	Variance	<u>% Spe</u>
Expend	iture					
EDL	Teaching staff	0	249,900	216,857.66	-33,042.34	86
E02	Supply teaching staff	0	2,902	1,287.41	-1,214.59	51
EDS	Education supports taff	0	17,496	21,651.75	4,155.75	123
ED4	Premiees staff	0	9,996	8,257.00	-1,739.00	82
EDS	Administrative di clanical staff	0	22,002	16,201.92	-5,800.08	73.
ED6	Catering staff	0	0	0.00	0.00	0.
E07	Cost of other staff	0	2,502	6,538.00	4,036.00	261.
E08	Indirect employee expenses	0	498	0.00	-498.00	0.
E09	Development & training	0	210	900.00	690.00	428
E10	Supply teacher invusance	0	0	0.00	0.00	0
E11	Staff whated insurance	0	0	0.00	0.00	0
E12	Building maintenance and improvement	0	4,998	1,324.00	-3,674.00	26
E13	Geounds maintenance and improvement	0	2,902	50.00	-2,452.00	2
E14	Clearing di caretaling	0	252	1,960.00	1,608.00	738
ElS	Water di serrezage	0	750	0.00	-750.00	0
£16	Energy	0	5,000	0.00	-5,000.00	0.
E17	Rater	0	1,200	000	-1,200.00	0
£18	Other occupation costs	0	1,200	1000	-1,190.00	0
EIS	Leanung mources (not ICT equipment)	0	12,110	6,26500	-3/845.00	54.
ED	K/T leaning resources	U	0	000	0.00	u
En	EamSes	0	0	000	0.00	U.
<u>E72</u>	Administrative supplies	0	3,304	000	-3;234.00	0.
E23	Other numanice premium	0	649	000	-66.00	
2.04	operation management	0		600	42.00	
	Casing supplies	0	400	3 000 00	-46.00	
1.40	Agency supply teaching state	0	12400	3,0000	12,0000	
100	Dought in processional services - currentation	0	14000	2000	-140000	0.0
100	Lought in processional services - other	0	0	000	0.00	
100	Directory of the second s	0	0	0.00	0.00	
	Directrevente institute (revente control duns to capital)			000		

The I&E Report can be printed and scanned or saved as PDF and emailed to the team. If you wish to save to PDF:

 Click on *Printer Setup* icon (please note this is <u>not</u> the Print Button) on the tool bar



- Select Cute PDF writer or similar (Please note we can no longer accept XPS or OXPS format files for technical reasons)
- Click on OK
- Click on the *Print* icon on the tool bar, and then save.

Send the saved document as an attachment to schoolfinancereturns@hillingdon.gov.uk

VAT Reports

Initially please complete a reconciliation of your figures using the checking spreadsheet which can be accessed by clicking on the VAT calculator on the vat calculator on the right.

The School Finance Team require the VAT Submittal report to be dated to the end of the last quarter please ensure the end dates for each quarter are - 30th June, 30th September, 31st December, 31st March.

There are two VAT Submittal reports required by our team, a scanned copy of the paper VAT Submittal and an Excel version of the VAT Submittal (MTD).

VAT Submittal Report

Firstly, you will need to generate the 'old' VAT Submittal report so that the VAT period will be closed

Select:

- o Reports
- o General Ledger
- o VAT
- VAT Reports
- Click on the green + icon





This will take you into the VAT Period for which the report is required. (All reports that have been printed and submitted previously will appear on this screen).

The type of report required is chosen on the next screen

Please choose:

- VAT Submittal Report 0
- VAT and Net
- o Print

Check carefully that the VAT Period date is correct and not a previous quarter, if this applies contact your link officer.

Take care to choose the correct options before clicking the PRINT button.

A request to confirm that the report has been printed will appear.

BEFORE CLICKING YES - Check your print out

to ensure it has net expenditure and income totals as these are required to complete our submission to HMRC.

If "NO" is selected then FMS will not record that a VAT submittal was printed and leave that particular VAT period open, allowing further entries to be made. This will lead to two reports for a quarter with different VAT amounts causing confusion over the reimbursement VAT value.

To avoid this make sure that the VAT Submittal report has been printed correctly (see example below) then click YES to confirm print.

The VAT submittal report should show Net 、 Output and Net Input against each VAT code

The VAT Submittal Report must be signed by the Headteacher, dated and sent to the Schools Finance Team at the Civic Centre 4W/04 each quarter.

Please don't forget to retain a copy of the signed report. for the school's records.

~~ · ·	Submittal					
Beleitk	n:		1	\		
Year-2	11 (VAT)			1		
VAT Per Establist	tion-01/01/2012 to 31/01/2012			A C		
				N .		
User:	US1. <u>Establishment:</u> Gro	en Abbey School		1		
	or	atputs Net	Inputs Net	- N		
	VAT Period Net Totals :	0.00	2,177.69	1		
				- N		
	VAT Totals :	0.00	350.00	1		
	$\sim 10^{-1}$			1		
	Lowtify that	Expenditure/Incom	e analysed above l	has been properly		
	T ter diy that			1		
		incurred on establi	shment activities	<u>۱</u>		
	· · · · · ·	and supporting infe	ormation is availab	ale within the record	s .	
		aintained at the e	stablishment			
		T	Automation		1 .	
		and claim the net a	mount of VAT inc	moved on enclose a ch	enne.	
	-		mount of vict inc	united on thickout a th	1	
	-	for the new amount	of VAT received		T	
		for the new amount	of VAT received			
	- Signed:	for the new amount	of VAT received			
	- Signed: Designation:	for the new amount	of VAT received			
	- Signed: Designation: Date:	for the new amount	of VAT received			
	- Signed: Designation: Date:	for the newmount	of VAT received			
VAT	Signed: Designation: Date:	for the net smount	of VAT received			
<u>VAT</u> Code	Signed: Designation: Date: Description	for the netamount	Net Outputs	VAT Outputs	Net Inputs	VAT inpr
VAT Code 1	Signed: Designation: Date: Description VAT Standard Rate 17.5%	for the net amount Rate 17.50	Net Outputs 0.00	VAT Outputs 0.00	Net Inpate 2,000.00	<u>VAT Inpa</u> 350.0
VAT Code 1 2	Signed: Designation: Date: Date: VAT Standard Rate 17.5% VAT Zero Rate	for the meanount	Net Outputs 0.00 0.00	<u>VAT Outputs</u> 0.00 0.00	Net Inpute 2,000.00 197.69	<u>VAT inpa</u> 350.0
VAT Code 1 2 3	Signed: Designation: Date: VAT Standard Rate 17.5% VAT Zero Rate VAT Exempt	for the meanount <u> Rate</u> 17.50 0.00 0.00	Net Outputs 0.00 0.00 0.00	<u>VAT Outputs</u> 0.00 0.00 0.00	<u>Net Inputs</u> 2,000.00 197.69 -20.00	<u>VAT Inpa</u> 350.0 0.0
VAT Code 1 2 3 4	Signed: Designation: Date: Date: VAT Standard Rate 17.5% VAT Zero Rate VAT Standard Rate 17.5% VAT Exempt VAT Standard Rate 15.0%	for the manneest Rate 17.50 0.00 0.00 15.00	Net Outputs 0.00 0.00 0.00 0.00 0.00 0.00	<u>VAT Outputs</u> 0.00 0.00 0.00 0.00	Net Inputs 2,000.00 197.69 -20.00 0.00	<u>VAT inps</u> 350.0 0.0 0.0
VAT Code 1 2 3 4 5	Signed: Designation: Date: Date: VAT Standarf Rate 17.5% VAT Zaro Rate VAT Exempt VAT Standarf Rate 15.0%	for the mamount <u> Rate</u> 17.50 0.00 0.00 15.00 17.50	Net Outputs 0.00 0.00 0.00 0.00 0.00 0.00	<u>VAT Outputs</u> 0.00 0.00 0.00 0.00 0.00 0.00	Net Inputs 2,000.00 197.69 -20.00 0.00 0.00	<u>VAT Inp</u> 350.0 0.0 0.0 0.0
VAT Code 1 2 3 4 5 6	Signed: Designation: Date: Pase: VAT Standard Rate 17.5% VAT Exempt VAT Standard Rate 15.0% VAT Income Standard Rate 17.5% VAT Income Zerro Raited	for the manneat Rate 17.50 0.00 0.00 15.00 17.50 0.00	Net Outputs 0.00 0.00 0.00 0.00 0.00 0.00 0.00	<u>VAT Ostpute</u> 0.00 0.00 0.00 0.00 0.00 0.00 0.00	<u>Net Inputs</u> 2,000.00 197.69 -20.00 0.00 0.00 0.00	<u>VAT Inpe</u> 350.0 0.0 0.0 0.0 0.0 0.0
<u>VAT</u> <u>Code</u> 1 2 3 4 5 6 7	Signed: Designation: Date: Date: VAT Standard Rate 17.5% VAT Zaro Rate VAT Exempt VAT Standard Rate 15.0% VAT Income Standard Rate 17.5% VAT Income Zaro Rated VAT Income Zemp Rate	for the normount <u> <u> <u> </u> <u> </u></u></u>	Net Outputs 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	VAT Outputs 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Net Inputs 2,000.00 197.69 -20.00 0.00 0.00 0.00 0.00	<u>VAT Inps</u> 350.0 0.0 0.0 0.0 0.0 0.0 0.0
<u>VAT</u> Code 1 2 3 4 5 6 7 8	Signed: Designation: Date: Date: VAT Standard Rate 17.5% VAT Exempt VAT Exempt VAT Exempt VAT Income Standard Rate 17.5% VAT Income Standard Rate 17.5% VAT Income Standard Rate 15.5%	for the normount Rate 17.50 0.00 15.00 17.50 0.00 15.00 15.00	Net Outputs 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	VAT Ostputs 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Net Inputs 2,000.00 197.69 -220.00 0.00 0.00 0.00 0.00 0.00	VAT Iapa 350.0 0.0 0.0 0.0 0.0 0.0 0.0
<u>VAT</u> Code 1 2 3 4 5 6 7 8 8 I	Signed: Designation: Date: VAT Standard Rate 17.5% VAT Exero Rate VAT Exeropt VAT Standard Rate 15.0% VAT Income Standard Rate 15.0% VAT Income Standard Rate 15.0% VAT Income Standard Rate 15.0% VAT Income Standard Rate 15.0% VAT Standard Rate Income 20%	For the normount <u> <u> <u> </u> </u></u>	Net Output 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	<u>VAT Outputs</u> 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Net Imputs 2,000.00 197.69 -20.00 0.00 0.00 0.00 0.00 0.00 0.00	VAT Inpp 350.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0
<u>VAT</u> Code 1 2 3 4 5 5 6 7 8 I T T	Signed: Designation: Date: Dat	For the minimum Base 17.50 0.00 15.00 17.50 0.00 0.00 15.00 17.50 0.00 0.	Net Output 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	VAT Outputs 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Net Inpute 2,0000 197.69 -20.00 0,00 0,00 0,00 0,00 0,00 0,00	<u>VAT Inpp</u> 350.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0
VAT Code 1 2 3 4 5 6 7 8 8 I T T Z	Signed: Designation: Date: Date: VAT Standard Rate 17.5% VAT Zero Rate VAT Standard Rate 15.0% VAT Income Standard Rate 17.5% VAT Income Standard Rate 17.5% VAT Income Standard Rate 15.0% VAT Income Standard Rate 15.0% VAT Income Standard Rate 15.0% VAT Standard Rate 15.0% VAT Standard Rate 20%	for the non-means re- Rate 17.50 0.00 0.00 15.00 15.00 15.00 15.00 15.00 15.00 15.00 15.00 15.00 15.00 15.00 10.00 0.00	Net Outputs 0.00	VAT Oxegante 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Net Japuts 2,000.00 197.69 -20.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	<u>YAT Inps</u> 350.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0
VAT Code 1 2 3 4 5 6 7 8 8 I T Z	Signed: Designation: Date: Date: VAT Standard Rate 17.5% VAT Zaro Rate VAT Exempt VAT Sandard Rate 15.0% VAT Income Sandard Rate 17.5% VAT Income Sandard Rate 17.5% VAT Income Sandard Rate 15.0% VAT Sandard Rate Roome 20% VAT Sandard Rate 20%	Rate 1750 0.00 0.00 15.00 1750 0.00 15.00 20.00 15.00 20.00 15.00 20.00 15.00 20.00 15.00 20.00 15.00 20.00 15.00 20.00 15.00 20.00	Net Outputs 0.00	VAT Oxtents 0.0000 0.0000000 0.00000 0.00000000	Net laputs 2,000.00 197.69 -220.00 0.00 0.00 0.00 0.00 0.00 0.00 0	VAT lags 350.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0

Page 1 of

	View VAT Year 2011 (VAT) VAT Period 12 - Mar
	Report VAT Full Report VAT Short Summary Report VAT Long Summary Report VAT Creditor/Debes Report
<	VAT Summary

×



VAT Reports

In order to confirm that the VAT quarter has been closed take the following steps

Select:

- Reports
- o General Ledger
- VAT

- VAT Reports
- Click on the printer icon

Start	End	Submit	
01/10/2015	31/12/2015	21/01/2010	A
01/07/2015	30/09/2015	21/01/2016	
01/04/2015	30/06/2015	21/01/2016	
01/03/2015	31/03/2015	21/01/2016	
01/02/2015	28/02/2015	21/01/2016	
01/01/2015	31/01/2015	21/01/2016	
01/12/2014	31/12/2014	21/01/2016	

You should now find that the option VAT Submittal Report has	VAT Reports	
been greyed out. This confirms the quarter has been	View	VAT Year 2020-21
successfully closed.	Denet	VAT Period 2 - 2nd
If for any reason the option is not greyed out go back to step 1	Report	VAT Full Report VAT Short Summary Report
and generate the VAT Submittal Report once again.		VAT Long Summary Report
		VAT Submittal Report (MTD)
If in doubt contact your link officer.	VAT Summary	
	Print LRM	4 Format Export Cancel Help

VAT Submittal Report (MTD)

Select:

- Reports
- o General Ledger
- VAT
- VAT Reports

Hillingdon schools' FMS systems will show submittal dates for each quarter of the financial year

• Click on the printer icon

Start	End	Submit	
01/10/2015	31/12/2015	21/01/2016	
01/07/2015	30/09/2015	21/01/2016	
01/04/2015	30/06/2015	21/01/2016	
01/03/2015	31/03/2015	21/01/2016	
01/02/2015	28/02/2015	21/01/2016	
01/01/2015	31/01/2015	21/01/2016	
01/12/2014	31/12/2014	21/01/2016	-

This will produce your quarter's VAT Submittal Report (MTD). (All reports that have been printed and submitted previously will appear on this screen).

The type of report required is chosen on the next screen

Please choose:

- VAT Submittal Report (MTD)
- o VAT and Net
- Preview (Changes from Print once VAT Submittal (MTD) selected





💀 VAT Submittal (MTD)		
	Whole Page Find Next	
	VAT Submittal	
	Image: Interaction Image:	

Select the Excel icon and save the file to a suitable location. The total VAT to reclaim figure should be checked against the same total in the VAT Submittal (MTD) report. If they are different for any reason, contact your link officer.

Both reports, a scanned copy of the VAT Submittal and an Excel version of the VAT Submittal (MTD) can now be emailed to the team:

schoolfinancereturns@hillingdon.gov.uk or your Link Officer directly.

You are now required to submit a VAT Full Report (MTD) detailing all the transactions that have been recorded in the quarter.

VAT Full Report (MTD)

<u>After</u> printing the VAT submittal (MTD) report for the quarterly return please select:

- o Reports
- o General Ledger
- VAT
- o VAT Reports
- Highlight last quarter
- Click on the print icon

The type of report required is chosen on the ne	ext
screen	

Please select:

- VAT Full Report (MTD)
- o VAT and Net
- o Preview

Start	End	Submit	
01/10/2015	31/12/2015	21/01/2016	
01/07/2015	30/09/2015	21/01/2016	
01/04/2015	30/06/2015	21/01/2016	
01/03/2015	31/03/2015	21/01/2016	
01/02/2015	28/02/2015	21/01/2016	
01/01/2015	31/01/2015	21/01/2016	
01/12/2014	31/12/2014	21/01/2016	-



This will then produce the report on the screen.

	salanti	. ·									-
<u> </u>	Year - 2	019-20									
DOC	VATO	mi - 0107201970	00007010								
-											
CSV .	Estable	hment Code - 2083									
	User : I	JS1	E	tabi ishme	ant : Hillingdon Dem	o School					
	Vat Code	Date	Ledger Code	Trans Type	Transaction Reference	Description	Supplier/Debtor	Outputs Not	Inputs Net	VAT Actual	Me
	2	08/08/2019	2001-01	GL	081401	jp1	NA	0.00	-500.00		0
								0.00	-500.00	0.00	
	2	16/09/2019	5008-01	CP	Inv CN Test Inv	Inv CN Test Involce	The Pantry	0.00	-3,164.48		
								0.00	-3,164.48	0.00	
							Total for Memo VAT:				0
							Total for VAT Code 2:	0.00	-3,664.48	0.00	
	Vat Code	Date	Ledger Code	Trans Type	Transaction Reference	Description	Supplier/Debtor	Outputs Not	Inputs Net	VAT Actual	Me
	6	25/07/2019	0154-01	IN	081395	FMS	NA	5,000.00	0.00		0
								5,000.00	0.00	0.00	
	6	25/07/2019	0154-01	GL	081396	66 W	NA	5,000.00	0.00		0
								5,000.00	0.00	0.00	
	6	25/07/2019	0154-01	GL	081397	Contra to journal 081396	NA	-5,000.00	0.00		0
								-5,000.00	0.00	0.00	
	6	25/07/2019	0154-01	GL	081398	86 W	NA	-6,000.00	0.00		0
								-0.000.00	0.00	0.00	
		01010000	01.15.01		021200						
	6	08/08/2019	01 45 -01	GL	081399	jp1	NA	500.00	0.00	0.00	
	6	05/05/2019	0145-01	GL	081399	Contrato Journal 051399	NA	500.00	0.00	0.00	

Select the Excel icon and save the file to a suitable location. This can now be emailed to the team, <u>schoolfinancereturns@hillingdon.gov.uk</u> or your Link Officer directly.

Cost Centre Summary

Please note that whilst all other reports are required quarterly the Cost Centre Summary is requested at the end of set months during the year. This should be generated immediately following completion of the bank reconciliation.

- Take the route *Reports, General Ledger, Transactions, Cost Centre Summary Transactions, Cost Centre Summary by Cost Centre.*
- Leave the fund, date range and 'Show Movement up to Period' boxes blank.

P 🔳 💈		A							
	v.	-							
	Genera	al Ledger Cost Cent	tre - Summary b	y Cost Cent	re				
								ALC INC	
	Selection: Financial Year	- 2013							
	Fund - All								
	To Date: - N/A	ant ice to miran marin d - N/A							
	Cost Centre -	ant up to green period + N/A All							
	liner (10)	Establishment Hilindon Demo	School						
	Cost Code	Description	Allocated	Commitment	Cent. Inv'd.	Actual	Balance	Spent %	
	101	Supply Teachers	32,000.00	0.00	0.00	31,110.00	\$90.00	97.22	
	110	Admin & Clerical	115,812.00	0.00	0.00	115,349.67	462.33	99.60	
	112	Site Officers	59,796.00	0.00	0.00	59.869.65	-73.65	100.12	
	113	Midday Supervisors	11,309.00	0.00	0.00	11,291.80	17.20	99.85	
	114	Cleaners	30,347.00	0.00	0.00	30,338.76	8.24	99.97	
	115	Catering Staff	45,705.00	0.00	0.00	45,/88.5/	-83.37	100.18	
	190	Staff Development	16,200.00	0.00	0.00	14,962,16	1.237.84	92.36	
	200	Building Maintenance	120,000.00	0.00	0.00	101,336.49	18,663.51	84.45	
	201	Grounds Maintenance	26,750.00	0.00	0.00	26,627.98	122.02	99.54	
	202	Cleaning Costs	4,000.00	0.00	0.00	3,899.47	100.53	97.49	
	203	Pater	145,600.00	0.00	0.00	144,826.89	0.00	100.00	
	300	Admin	32,825.00	0.00	0.00	31,406.98	1,418.02	95.68	
	301	LA Services	24,500.00	0.00	0.00	24,500.00	0.00	100.00	
	302	Exams	58,000.00	0.00	0.00	59,100.40	-1,100.40	101.90	
	303	Furniture & Equipment	7,500.00	0.00	0.00	7,375.00	125.00	98.33	
	305	Library	3,800.00	0.00	0.00	3,740.32	59.68	98.43	
	310	Contingency	41,000.00	0.00	0.00	0.00	41,000.00	0.00	
	400	Mathematics	8,400.00	0.00	0.00	8,567.95	-167.95	102.00	
	401	English	7,150.00	0.00	0.00	6,193,41	956.59	86.62	
	403	Chemistry	4,600.00	0.00	0.00	3.632.94	967.06	78.98	
	404	Biology	4,180.00	0.00	0.00	3,365.44	\$14.56	80.51	
	405	Science	6,125.00	0.00	0.00	6,026.30	98.70	98.39	
	406	French	4,800.00	0.00	0.00	4,212.30	587.70	87.76	
	407	Germin	4,000.00	0.00	0.00	4,472.08	127.92	97.22	
	409	Geography	4,200.00	0.00	0.00	3,586.30	613.70	85.39	

The following is an example of a Cost Centre Summary report:

If you wish to e-mail the report to the LA, click on the 'Export to Disk' icon in the top right of the screen and save to disk in Excel 4.0 format. Send the saved document as an attachment to schoolfinancereturns@hillingdon.gov.uk

Closing the period

Once you have completed your bank reconciliation and produced the bank reconciliation reports, you should close the period providing there are no outstanding payroll issues to address on your PY01 ledger code.

- Take the route *Tools, Close Period*
- You are then asked whether you wish to close the preceding financial period.
- Click the Close Period button.

When you close down a period, a number of processes take place:

• A check is performed for any un-posted petty cash expenditure.

- All unposted balanced journals are checked. You are given the option of posting, deleting or promoting them into the next period.
- Unbalanced journals are checked and you are given a choice of deleting them or promoting them to the next period.

Please ensure that you close your period.

Submission

Once you have produced your reports please email to <u>schoolfinancereturns@hillingdon.gov.uk</u> or your link officer directly.

For report submission deadlines please see the 'LA School Finance Returns Timetable'. This can be found in the Guidance section scrolling down to the Returns Timetable folder on the LEAP Schools Finance webpage.

A signed hard copy of the bank reconciliation reports together with VAT Submittal must be scanned and emailed. All other FMS reports should be emailed to schoolfinancereturns@hillingdon.gov.uk in Excel or PDF Format only. Sorry we cannot accept Income and Expenditure Reports in XML format, as large parts of the reports become unreadable.

Separate guidance will be issued to schools each year for the financial year-end reporting requirements.

Should you have any queries regarding this guidance document please do not hesitate to contact your Link Finance Officer

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Rubina Kudhail	01895 277665
Davinder Devgon	01895 250458

Schools Finance Team

October 2021