



HILLINGDON

LONDON

To: Headteachers of all Hillingdon Schools
cc: School Finance Staff

19th January 2022

Dear Colleague

Budget Planning

The new financial year is looming and once again it's time to turn your attention to producing your school budget for 2022-23 and beyond. I write at this time to set out the arrangements for using the School Business Services (SBS) budget planning software. The SBS budgeting software will enable you to calculate your 2022-23 school budgets and will also calculate up to five years budget projections.

Schools are expected to maintain longer-term financial plans to alert the Governing Body and the LA of the future consequences of school policies and anticipated changes in important factors such as pupil numbers. Financial planning is fundamental to make spending decisions in a timely manner and avoid deficit or excess surplus positions. In line with the Scheme for Financing Schools and the Schools Financial Value Standard, schools are expected to produce a longer-term financial plan (covering three or more years). The LA will require schools to submit a Governing Body approved budget plan for 2022-23 and the two subsequent years by 31st May 2022. Please schedule your Governing Body meetings to ensure you meet this deadline. The SBS Budgets software will help produce this budget plan for you.

The budget planning software includes:

- ❑ Funding calculators (the software will incorporate the Hillingdon funding distribution formulas), enabling schools to model the funding impact of pupil number changes.
- ❑ Advanced salary calculators (with separate rates for teaching and support staff) including a revised maternity calculator.
- ❑ Previous years' school budget data (cost centre structure and section 251 funding).
- ❑ Numeric and graphical reporting options for both budget plans and staffing ratios.

- ❑ Various new improved budget plan reports including suitable for submission to both Governors and the LA.
- ❑ Ability to produce numerous scenarios.
- ❑ Web based giving online access.

The 2022-23 financial year Budgets scenario can be available straight away in the SBS software to schools without the requirement for an update. The indicative school funding allocations will be available in late February 2022.

Given the current pandemic uncertainty, the budget workshops will again be held virtually this year and delivered by the Schools Finance Link Officers.

Virtual Budget Training for new finance staff

The virtual budget training sessions for new finance staff will be split into three, two-hour sessions to allow the new staff additional time to go over the areas covered in the sessions:

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|-------------|--------------------------------|------------------|
| 1. Thursday | 10 th February 2022 | 9.30am - 11.30am |
| 2. Thursday | 24 th February 2022 | 9.30am - 11.30am |
| 3. Thursday | 3 rd March 2022 | 9.30am - 11.30am |

Virtual Budget Workshops for the existing finance staff

The virtual budget workshop sessions for existing finance staff will take place after February half term on the following dates:

Morning sessions - 9.30am to 11:00am

Tuesday 22nd February 2022
 Wednesday 23rd February 2022
 Tuesday 1st March 2022
 Wednesday 2nd March 2022

Afternoon sessions - 1.30pm to 3:00pm

Tuesday 22nd February 2022
 Tuesday 1st March 2022
 Wednesday 2nd March 2022

Bookings for the virtual budget workshops should be emailed by **Wednesday 2nd February 2022** to schoolfinancereturns@hillingdon.gov.uk, please give your preferred training date and select morning or afternoon session. Places will be allocated on a first come first served basis and are limited to 10 schools per session. Once your booking has been registered, you will receive an email confirmation followed by details of how to prepare for the Teams meeting and what to have on the day.

Please note: Attendees to the virtual sessions will need access to a laptop or desktop computer that is equipped with an internet connection, a microphone, and a camera (optional), along with Microsoft Teams software. If this creates any difficulties, please contact the Schools Finance Team at your earliest convenience.

The cost of the software together with the training and our ongoing support is covered within the Schools Finance SLA.

If you have any queries regarding the above, please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'G. Young', written in a cursive style.

Graham Young
Finance Business Partner (Lead D.S.G. / Schools)

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