

# Financial Returns Timetable 2025/26

Email address for budget, monitoring, closedown returns and rates info: [schoolfinancereturns@theeducationpeople.org](mailto:schoolfinancereturns@theeducationpeople.org)  
 The subject line for all emailed returns must start with the four digit DfE number (exclude 886) then School name and return type (e.g. 1234 School Name - 9 month return)

**3 YR BUDGET PLAN**  
**Due 31<sup>st</sup> May each year**

Required Documents:

- BPS users use your budget submittal button in BPS and email in the 'Budget CFR Assumptions' sheet
- Non BPS users complete budget plan using the Excel template on Kelsi and email.
- Email completed Kelsi Budget template that matches the submitted budget to [schoolfinancereturns@theeducationpeople.org](mailto:schoolfinancereturns@theeducationpeople.org)

**Six Month Return**  
**Due 17<sup>th</sup> Oct 2025**

Required Documents to be emailed:

- Monitoring from BPS. Select 'CFR only' report and save as **excel csv format**  
 Non BPS users should use the excel template available on Kelsi
- Half year system reports:
  - Income and Expenditure report (*exported in excel csv format*)
  - System Reconciliation report with manual section completed (*exported as pdf*)
  - Unpresented items listing (*exported as pdf*)
  - Last reconciled Bank statement including supporting bank reconciliation report
  - Latest statement of any other bank/savings account held in the school name.

*N.B. All system reports must be run at same time*  
 email: [schoolfinancereturns@theeducationpeople.org](mailto:schoolfinancereturns@theeducationpeople.org)

**Nine month Return**  
**Due 16<sup>th</sup> Jan 2026**

Required Documents:

- Monitoring from BPS emailed as a 'CFR only' report and in **excel csv format**  
 Non BPS users should use the monitoring template on Kelsi
- Balance Control Mechanism (BCM)  
 All schools to complete template available on Kelsi  
*System reports are not required*  
 email: [schoolfinancereturns@theeducationpeople.org](mailto:schoolfinancereturns@theeducationpeople.org)

*N.B. When running accounting system reports they must be produced at the same time*

**RATES:**  
 Please send in a copy of your 2025-26 Rates bill as soon as you receive it.  
[schoolfinancereturns@theeducationpeople.org](mailto:schoolfinancereturns@theeducationpeople.org)

Remember: VAT returns are due by 10<sup>th</sup> of the month

**Early Returns : For KCC Chief Accountants Team (CAT)**  
**Due late Feb**: schools will be advised direct by CAT  
 Templates found on Kelsi - queries and emails to [CATclosedown@kent.gov.uk](mailto:CATclosedown@kent.gov.uk)

**Schools Financial Value Standard (SFVS)**  
**Due 31<sup>st</sup> March each year**

Email completed checklist and outcome declaration (as a word doc) *must include* Related Party Transaction doc (a nil return is req'd)  
 A link to the DfE website for a blank document is available on Kelsi. Please check you are using the most recent copy.  
 Email: [SFVS@theeducationpeople.org](mailto:SFVS@theeducationpeople.org)

**Closedown Documents – 2026 TBC**

Income and Expenditure report (*exported in excel csv format*)  
 System Reconciliation report with manual section completed (*exported as pdf*)  
 Unpresented items listing (*exported as pdf*)  
 Reconciled Bank statement to 31 March - including supporting bank reconciliation report  
 Latest statement of any other bank/savings account held in the school name.  
 I18 Ledger code report  
 Year End Analysis – from Kelsi  
 Capital Matrix – from Kelsi  
 Additional Supporting information – From Kelsi  
*Guide packs sent out to maintained schools early March. Email to [schoolfinancereturns@theeducationpeople.org](mailto:schoolfinancereturns@theeducationpeople.org)  
 YE Analysis, Capital Matrix and Additional Info forms will be available on Kelsi once the March Advances are updated.*