

Reconciliation return (non SIMS FMS6 users)

The Reconciliation return (appendix 4b) is for schools using accounting packages other than SIMS FMS6 and should be used in conjunction with the Income & Expenditure return and guidance appendices 3a & 3b.

- From KELSI, School Management, Schools Financial Services, Financial Returns, download and save a blank Reconciliation return (appendix 4b) as an excel spreadsheet
- Complete the following information
 - School name
 - DfE number (4 digit number)
 - Period – This return is cumulative so the period will always be ‘Apr – XXX’

For all sections of the form; enter expenditure as positive and income as negative (leading minus). Pennies MUST be included. Formulas have been included where possible.

Actuals to date:

- Complete each line of the form with cumulative amounts up to the period of the return

NOTE: The Reconciliation totals must reconcile to the figures on the Income & Expenditure return.

LM Formula Budget fund 01:

- 1 Income – codes I01 to I18
- 2 Rollover b/f from previous year – (Revenue)
- 3 Expenditure – codes E01 to E32
- 4 Current position – sum of lines 1 to 3

Devolved Capital fund 62 or 63:

- 5 Income – codes CI01, CI03 & CI04
- 6 Rollover b/f from previous year – (Capital)
- 7 Expenditure – codes CE01 to CE04
- 8 Current position – sum of lines 5 to 7

Capital LM Budget fund 64 (VA schools only):

- Complete lines 9 to 11 using the same format as lines 1, 3 and 4

NOTE: The current position for Fund 64 MUST be ZERO

Other funds:

- If applicable, complete lines 12 to 15 using the same format as lines 1 to 4

Control codes:

- 16 Creditor control – value of invoices processed onto the accounting system but not yet paid (usually negative)
- 17 Debtor control – value of sales invoices processed onto the accounting system but payment not yet received (usually positive)
- 18 Year end control codes – these should all be zero except at year-end. Creditors and income receipts in advance are usually negative, debtors and prepaid expenditure are usually positive
- 19 VAT to be reclaimed – Value of VAT paid out that has not yet been reimbursed (usually positive)
- 20 VAT to be paid over – value of VAT collected that has not yet been paid over (usually negative)
- 21 Payroll control codes – these could include:
Elements of salaries not yet paid to individuals or outside bodies – NI, PAYE, TP, Superannuation (if using your own payroll system) Union dues or Gift Aid (if using WISPAY) Amounts not yet charged to the school but due to be paid (usually negative)
- 22 Loan balance – outstanding balance of KCC loan (negative)
- 23-24 These lines can be used for any other control codes you may use
- 25 Control codes total – sum of lines 16 to 24
- 26 Cash book total – sum of lines 4, 8, 11, 15 and 25. This total must be equal and opposite line 31

Manual reconciliation:

- 27 Bank account statement balances – balance for each bank account relevant to the above reconciliation. Each bank account balance MUST be supported by a copy of the relevant sheet/s showing the stated position on the account/s
- 28 Petty cash balance (if applicable) – petty cash held (positive)
- 29 Less unpresented cheques – This MUST be supported by a copy of the document listing the entries making up this balance (negative)
- 30 Plus unpresented income – This MUST be supported by a copy of the document listing the entries making up this balance (positive)
- 31 Bank and petty cash – sum of lines 27 to 30 (also see line 26 above)

Authorisation:

- The Headteacher should sign and date the completed, printed form
- Send a copy of the form with scanned copies of all supporting documentation to:

schoolfinancereturns@kent.gov.uk

Keep signed copies of all documents for your records.