

For the Attention of the RM Finance Operator

**RM Finance
USER BULLETIN No 225**

March 2016

Year Ending 31st March 2016

RM Secondary and Middle School Returns

due by

29th April 2016

All other School Returns due by

29th April 2016

Children's Centre Returns due by

29th April 2016

All RM Finance Schools

The RM Finance & CFR Assistant returns should be sent in electronically via Anycomms Plus or emailed by the appropriate date above

Financial Systems Helpline

Tel No: 01992 555713

email : fss.helpdesk@hertsforlearning.co.uk

Herts for Learning

01438 845111

www.hertsforlearning.co.uk



YEAR END CHECKLIST 2016	4
TABLE FOR CAPITAL RECONCILIATION	5
TABLE FOR RECONCILING THE BALANCES ACROSS THE SYSTEMS ...	5
SCHOOLS GENERAL ACCOUNT	6
HERTFORDSHIRE BUSINESS SERVICES (HBS)	7
TRANSFERRING INCOME BETWEEN SCHOOLS	7
ACCRUALS	7
Analysis of Accruals	7
Creditors.....	9
Debtors.....	9
Prepayments	9
Receipts in Advance.....	10
DEALING WITH CAPITAL AT YEAR-END	10
REPORTS SET UP	11
LMSFR4 BREAKDOWN	12
CHECKING YOUR SYSTEM – YEAR END SYSTEM RECONCILIATION ...	13
CFR ASSISTANT – IMPORTANT – MUST BE ACTIONED	14
CFR DATA COLLECTION	14
CFR REPORTS	19
PRODUCING THE CFR INTERIM RETURN	19
CHECKLIST OF SIGNED REPORTS – FOR INTERNAL USE ONLY	20
CREATE THE RM FINANCE ELECTRONIC YEAR END FILE	21
EXPORTING THE ELECTRONIC YEAR END RETURN & CFR RETURN ..	22
FUND ACCOUNT YEAR END	24

Year End Checklist 2016

- | | Tick |
|--|--------------------------|
| Housekeeping (Bulletin 223) | <input type="checkbox"/> |
| Capital Return due 1 st April 2016 (Bulletin 224) | <input type="checkbox"/> |

RM Finance

- | | |
|---|--------------------------|
| Enter March Transactions | <input type="checkbox"/> |
| Delete Obsolete Orders | <input type="checkbox"/> |
| Write Back Out of Date Cheques | <input type="checkbox"/> |
| Bank Reconciliation, Petty Cash Reconciliation | <input type="checkbox"/> |
| System reconciliation | <input type="checkbox"/> |
| VAT Return, check missing VAT numbers | <input type="checkbox"/> |
| Post accruals | <input type="checkbox"/> |
| Amend Report Set Up Date to 31 st March 2016 | <input type="checkbox"/> |
| Delete Batches | <input type="checkbox"/> |
| LMSFR3 make note of line 64 amount | <input type="checkbox"/> |
| Amend Report Set Up - Breakdown B01 to B06 | <input type="checkbox"/> |
| Check Other LMSFR Reports | <input type="checkbox"/> |
| Complete Year End System Reconciliation | <input type="checkbox"/> |

CFR Assistant

- | | |
|--|--------------------------|
| Import Data | <input type="checkbox"/> |
| Validate Data | <input type="checkbox"/> |
| Balances Tab – Check Balances | <input type="checkbox"/> |
| Balances Tab – Apportion to B01 to B06 | <input type="checkbox"/> |
| Agree Balances with LMSFR4 | <input type="checkbox"/> |
| Print CFR Report | <input type="checkbox"/> |
| Produce Interim CFR Return | <input type="checkbox"/> |

RM Finance - Print

- | | |
|-------------------|--------------------------|
| LMSFR3 | <input type="checkbox"/> |
| LMSFR4 | <input type="checkbox"/> |
| LMSFR5 | <input type="checkbox"/> |
| LMSFR5a | <input type="checkbox"/> |
| LMSFR6 | <input type="checkbox"/> |
| LMSFR7 | <input type="checkbox"/> |
| LMSFR8 | <input type="checkbox"/> |
| LMSFR9 | <input type="checkbox"/> |
| LMSFR10 | <input type="checkbox"/> |
| LMSFR11 | <input type="checkbox"/> |
| VAT Summary | <input type="checkbox"/> |
| VAT Claim | <input type="checkbox"/> |
| Export LMSFR Data | <input type="checkbox"/> |

Anycomms Plus

- | | |
|---|--------------------------|
| Send both exports through AnyComms Plus | <input type="checkbox"/> |
|---|--------------------------|

Table for Capital Reconciliation

Refer to page 10 for further information

Closing Capital Balance 14/15	
Check CFR & LMSRF4 B03+B04+B05	
To find the following: Records > Reports > Income and Expenditure	
Plus	
Capital Income	
Less	
Actual Spend this Year	
Less	
Capital Creditors	
Equals	
Capital Balance 31/03/2016	

Table for Reconciling the Balances across the Systems

Refer to page 11 for further information

Balance	Capital Return	Year End Accounts	CFR Return
B01		£	£
B02		£	£
B03	£	£	£
B04	B04 No longer used		
B05	£	£	£
B06		£	£
Total			

Schools General Account

Have you completed?

- The Housekeeping in (Bulletin 223)
- The Final Capital Return due 1st April 2016 (Bulletin 224)

It is important that all the bulletins have been completed before year end is attempted.

For further information regarding accounting practices you should refer to the Financial Guidance Notes Year End 2015/16 available on the grid
<http://www.thegrid.org.uk/info/sfu/timetable.shtml>

The following instructions are system related.

- In Period 12 enter all transactions for March
- If you use On-Line Banking through Barclays.Net please make sure you enter the last transactions by 21st March for payment on 31st March 2016
- Do not post any April transactions, such as cheques and purchase orders, until the year end has been completed and RM Finance has been rolled into period 1
- Delete obsolete orders.
Current Outstanding Purchase orders on the system will be re-instated in Period 1 (You should accrue for any purchase orders where goods have been received by 31st March 2016)
- Write back out of date, cancelled or lost cheques
Cheques over 6 months old can be cancelled, however, should the cheque ever be presented for payment the school will still be required to pay.
- Reconcile the Bank Account to the bank statement that includes the last March entry which, this year, will be 31st March 2016. If you bank with Barclays the statement will most likely include the 1st April. **Only reconcile the bank however to the 31st March 2016, do not include 1st April 2016.**
- Reconcile the Petty Cash (also make sure the cash agrees to the tin)
- A Comprehensive System Reconciliation is recommended monthly but especially at this point in time and is available on the grid at the following address:-
<http://www.thegrid.org.uk/info/traded/financial/manuals/rm/#control>
- Report date setup should be to 31st March 2016

Hertfordshire Business Services (HBS)

- HBS (County Supplies) invoices dated February should only have been paid up to the 14th March – this was to ensure they clear the bank account by 31st March 2016.
- March invoices should be accrued.

Transferring Income between schools

- All inter-schools transfers must be completed by 14th March to leave time for the receiving school to clear the payment at the bank by 31st March.
- If you write a cheque to another LA Maintained school you must post it immediately.
- If you receive a cheque from another LA Maintained school you must bank it immediately to ensure the funds clear by 31st March 2016.
- If a cheque is received from another LA Maintained school and it cannot be cleared by 31st March 2016 it should not be banked and the issuing school should be contacted for the cheque to be cancelled and re-issued in the new year.
- If there are accruals under this heading, the Year End file will be rejected.

ACCRUALS

Analysis of Accruals

Accruals have to be recorded by category i.e. NHS, Other LAs, Central government. Further analysis of accruals was introduced to enable them to be collated centrally, in order to complete the “whole of government accounts” (UK PLC) in a consistent format in line with all other Local Authorities and public bodies. Accruals fall into 3 categories;

Government agencies (analysed in detail)
HCC (in certain circumstances see below)
Other entities and individuals (OTHER)

.....consequently all accruals must have a prefix.

- It is important that accruals between Local Government Organisations are recorded in the software using specific pre-fixes.
- The pre-fixes have been included in the Accruals 2016 spreadsheet. It is important to use the up to date accruals spreadsheet because some of the codes have been changed, deleted or amended.
- Please refer to the accruals spreadsheet to make yourself aware of those organisations. Some may surprise you!
- Click on the drop down box under Gov Agency for a list of the top and local agencies.
- Once the Government Agency has been selected the code will appear in the next column
- The spreadsheet also contains a more comprehensive list, please refer to this list if your agency does not appear on the short list.

© Herts for Learning 2014

- It is possible to overtype column D should you have to use one of the codes from the comprehensive list.

Top Agency List

Overtime this column, **only** if your agency appears on the comprehensive list.

Sean OBrien: Enter School Name here

ACCRUALS - Creditors
Year Ending 31st March 2016

Sean OBrien: Enter School Number here

School Name	Sch No						
Accrual Type	Value in £'s	Gov Agency (Please Select)	Gov Agy Code	Details	Analysis	Budget	Supplier /Account
Creditor		A HCC – transactions with Herts Business Services	HCCCHBS				
Creditor		A HCC – transactions with Herts Business Services					
Creditor		A Hertfordshire County Council					
Creditor		Academies (as established under section 1 of the					
Creditor		Any Other Organisation					
Creditor		Arts Council of England Lottery					
Creditor		Big Lottery Fund					
Creditor		British Broadcasting Corporation					
Creditor		British Film Institute					

- This code must be entered into the Reference Box in RM Finance.

Creditor

Creditors

Value: 150.00 Date: 31 MAR 2014

S16 Period: 12

Reference: HCCCHBS

Detail: HBS Maths Supplies

Analysis: 401710 Stationery and Materials

Budget: MATHS Maths

Supplier: HERTSCC Herts County Council

Controls: Options, OK, Cancel

Window: Close window, Help

- If the supplier or income source does not fall into the Local Government Organisation category you must select **OTHER** and enter this into the Reference Box.
- A code must be entered for every accrual transaction
- When transferring the prepared accruals into the RM Finance system, please make every attempt to be accurate.
- This information is required in the consolidation of the Hertfordshire County Council accounts

Guidance – Who is the end supplier?

Everything on the March Year End Central Billing (BISCUIT)	HCCDD
County Supplies/Hertfordshire Business Services	HCCHBS
Pre Payments to Cuffley Camp and Hudnall Park for trips Use Hertfordshire County Council	E1920X
Pre Payments to Snowdonia Centre (the Old Coach House)	E1920X

Use Hertfordshire County Council	
Overtime and casual hours to be paid to staff use You actually owe the employee	OTHER
Energy Bills You actually owe the gas or electric company	OTHER
Accruals from the Mouchel statement You actually owe Mouchel	OTHER
Grounds and Contract Cleaning You actually owe the maintenance companies	OTHER
Income from Parents for trips	OTHER
Herts for Learning Ltd	OTHER
Hertfordshire Catering Ltd	OTHER

The Accruals form must be used and is available on the grid, at the address below.

<http://www.thegrid.org.uk/info/traded/financial/manuals/rm/#control>

Accruals should now be as accurate as possible.

For example;

If there are four quarterly charges posted to the Water budget, you should investigate to see if some of the charges are in advance (which would become a prepayment) and some of the charges are in arrears (which would become a creditor).

- **Further information is provided in the Year-End Guidance Notes from the School Finance Team.**

Creditors

- Creditors relate to goods or services for which money is owed to a supplier. This will relate to goods or services received during the financial year but not yet paid for, whether or not an invoice has been received.
- Outstanding purchase orders where goods have been received **must** be entered as creditors.
- A creditor must be entered for the Hertfordshire Catering FSM charge

Debtors

- Debtors relate to income that was due to the school before 31st March 2016 for goods and services but remains outstanding at the year end.
- A debtor should be raised for guaranteed outstanding income where a trip took place, for instance, before 31st March 2016.
- Bank Interest should be accrued for.

**Do NOT set up an accrual for VAT
The system automatically creates this**

Prepayments

- Prepayments relate to payments made in the financial year 2015/16 for goods and services that will be received during 2016/17.
- Include expenditure for journeys and trips that will take place in 2016/17.
- It has been noticed that Prepayments have not been as accurate as they should be. Schools should now set accruals for **all** charges that have been paid that relate to the following year. This could include copier rental, software

licence charges, water charges where an element relates to the following period etc. In some instances you may also have to raise a **creditor** for the estimated unpaid usage as well.

- A prepayment must be entered for the Hertfordshire Catering charge on account

Receipts in Advance

- Receipts in Advance relate to income received during the financial year 2015/16 for the provision of goods and services during the financial year 2016/17.
- Include income for journeys and trips that will take place in 2016/17.

Any unspent Grant that was received for a Children Centre should be shown in the B06 balances along with unspent locally generated income.

Do not set up ANY accruals for income or expenditure from Hertfordshire County Council unless directed or as above

Click on **Transactions >> Accruals**

- Enter your Debtors, Creditors, Prepayments and Receipts in Advance.

Print:

- Budget vs. Actual vs. Committed showing Accruals instead of Committed column.
- The report will show your final budget account balances.

Dealing with Capital at Year-End

- For a table for reconciliation of the Capital, please see page 5
- It is important that Capital is dealt with correctly during the year.
- There should not be any overspend on Capital.
- If you have spent more capital than you have been allocated you will have to move money from revenue to adjust for the overspend (see Bulletin 224 for instructions on the capital shuffle)
- The Capital Figures in RM Finance should also agree with your final Solero Capital Return.
- If you are a Voluntary Aided school you do NOT need to submit a Capital Return to Hertfordshire County Council.
- Do not post any transactions to capital codes after the submission of the 2015/16 Final Capital Return unless included in the return.

- The Final Capital Return should be submitted by 1st April 2016
- See Bulletin 224 for further information on completing the Final Capital Return

Reports Set Up

- Please ensure that your school name and number is on all reports:

System Manager >> Organisation Details

- Please change the report set up dates

Reporting >> Custom Tab >> Report Setup

- The dates should be:
- 31st March 2016 From 1st April 2015

Reports Setup			
Reporting Date To	31 MAR 2016	From	1 APR 2015
School Contact	Headteacher		
LA Contact			
Export destination	K:\RM Finance\Outbox\		

- Print the LMSFR3 to screen and take note of Line 64
- The balance to carry forward shown on LMSFR3 line 64 has to be allocated to the different areas B01 – B06 to show how this balance is to be used in the new financial year.
- Complete the LMSFR 4 Information using the total from LMSFR3 Line 64.

Reporting >> Custom >> Report Setup

This breakdown MUST be the same as the CFR Return and must include the accruals

LMSFR 4 Information		£
(B01) Committed Revenue Balances		18000.00
(B02) Uncommitted Revenue Balances		7693.40
(B03) Devolved Formula Capital Balance		78870.60
(B04) Other Standards Fund Capital Balances		0.00
(B05) Other Capital Balances		0.00
(B06) Extended School Balances		0.00
Accrued Balance Brought Forward		121561.80

This figure is the Brought Forward Balance from 2014/15. It is not the total of the figures above, and cannot be changed

LMSFR4 Breakdown

B01 Committed Revenue Balances

- Formal commitments made from 2015/16 for which no creditor has been raised. Monies carried forward to support 2016/17 revenue projects and action plans. Any revenue deficit at 31/03/2016.
- It is now a requirement that all schools with a balance on B01 complete a new Committed Revenue Balance Form found on the Grid. This is in order to exclude some balances, such as consortium balances from the Clawback Mechanism.
- All B01 balances have to be explained on the form.
<http://www.thegrid.org.uk/info/sfu/timetable.shtml>

B02 Uncommitted Revenue Balances

- The remainder of your revenue balance

B03 Devolved Formula Capital Balance

- Remaining Devolved Formula
This will be checked in the Year End System Reconciliation, see link below
- Capital (2012/13 must have been spent by Aug 15)

B04 No Longer Used

B05 Other Capital Balance

- Balance to carry forward (other than the DFC grant) for the purposes of future capital expenditure.
- Privately raised capital funds
- Privately raised specialist school capital funding.
- Monies transferred from revenue to support capital
- The transfer from REVENUE to CAPITAL should only be made if the money has been spent during the financial year, or the work has commenced or is imminent.
- If you have a balance showing in B05 - transactions must have gone through the 'Capital Shuffle' i.e. E30 and C104 (Bulletin 224).

B06 Extended School Balances

- Community Focused balance to carry forward for extended services that cannot be funded from the delegated budget.
This will be checked in the Year End System Reconciliation, see link below

Balances in B06 must ONLY include Community Focussed revenue balances and not balances relating to Pupil related activities.

It may be a good idea to import the data into RM CFR Assistant before checking the LMSFR reports, see page 14

Print the following reports to screen:

LMSFR4

- See Year End System Reconciliation

LMSFR5

- The figure at the top of LMSFR5 should agree with the total on the final March Bank Statement and show “Account Period from 1st April 2015 to 31st March 2016.

LMSFR5A – Petty Cash bank account MUST be reconciled

- The figure at the top of LMSFR5A should be the balance of your petty cash, and should agree with your cash in the tin.
- This bank must be reconciled, and should not show any outstanding payments or receipts.

LMSFR6

- This is the total of your Debtors and Prepayments, including the VAT Debtor

LMSFR7

- This is the total of your Creditors and Receipts in Advance

LMSFR8

- Earmarked Funds - Should equal the total of all income
The total of LMSFR8 should agree with LMSFR3 line 51 + line 60
If the report does not agree please refer to the Housekeeping Bulletin 223 to make sure that all the appropriate codes have been added.

LMSFR9 – SEN

- This report need only show the following analysis codes;
Expenditure 405400, 401720, 401820, 050, 055, 046
Income 700341, 700381, 700351, 700401, 700471

LMSFR10 – I08

- Codes that should be on this report: 723501, 737001, 737101, 737501, 749401, 720711, 723521, 723511, 720801

LMSFR11 – I07

- Codes that should be on this report:
720001, 742001, 742002, 742003, 742004, 742005, 723531, 720203, 700471, 723611

Checking your system – Year End System Reconciliation

- Before continuing, you should ensure your accounts are balanced. If your accounts are not balanced it will cause a problem with the year-end return.
- Follow the link below for a spreadsheet to help with the reconciliation.
<http://www.thegrid.org.uk/info/traded/financial/manuals/rm/#control>
- If the Year End System Reconciliation shows a difference please call the Helpline for advice.

Import the RM Finance data into CFR **BEFORE printing the year end reports to ensure the LMSFR4 and CFR agree.**

To ensure consistency across all returns there is a box for you to make a note of the figures that you are submitting on the LMSFR4, CFR Return and Capital Return on page 5 of this bulletin.

CFR Assistant – Important – Must Be Actioned

Before attempting the next section you must have:

- Completed the archiving tasks in Bulletin 219

User Name **ADMIN**

Password **KEYS**

In CFR Manual Entry >> General Details

- Check that the year is 2015/2016 - If not please follow Bulletin 219 before attempting this section.
- Please note that there is a tick box for federated schools. Please do not click on this box; there are no federated schools in Hertfordshire.

In CFR Manual Entry >> Balances tab

- Once you have established that the opening balance is correct and that period 12, including relevant accruals, have been completed in RM Finance you can begin importing your data.
- Further details on this process are in the Bulletin 219.

CFR Data Collection

Click on Data Collection >> Data Bank

- Check the File Path (this should have been checked earlier and changed if necessary).

	File Label	File Path	File Type
1	Main Cash File	K:\RM Finance\Finance.dfl	Cash

- The data path shown is the correct file path for the majority of RM Finance data files. Your data file path could be different to that shown.

Click on OK
 Click on Import Data Now
 Run Diagnostics

- The middle section of the error report should only show Analysis codes **700111, 746101 and OB**
- There was a new analysis codes added this year, see Bulletin 221. The code must be mapped.

Click on Cancel
 Click on Import Map

Example

Click on Expenditure tab

CFR Field	Mapped?	Mapping Comments
E12 - Building maintenance and impr	MAPPED	
E13 - Grounds maintenance and impr	MAPPED	
E14 - Cleaning & caretaking	MAPPED	
E15 - Water & sewerage	MAPPED	
E16 - Energy	MAPPED	
E17 - Rates	MAPPED	
E18 - Other occupation costs	MAPPED	
E19 - Learning resources	MAPPED	
E20 - ICT learning resources	MAPPED	

- Click on the Mapped button next to E19
- Click on Sort Key to resort the entries

Map CFR Field

Mapping for field : E19 - Learning resources


Available Import Fields

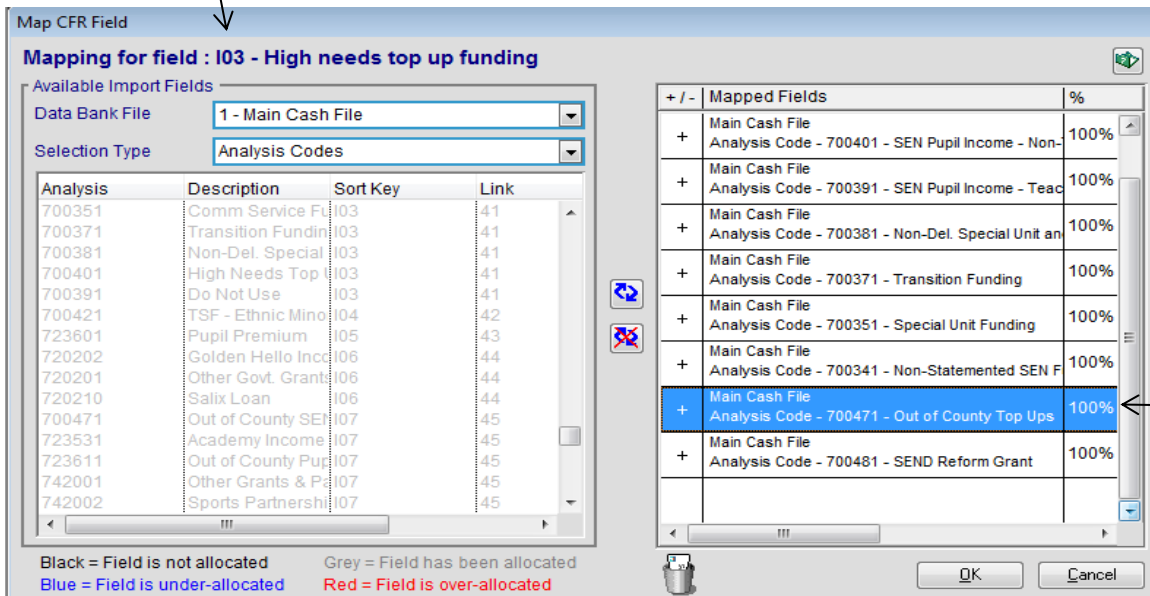
Data Bank File: 1 - Main Cash File

Selection Type: Analysis Codes

Analysis	Description	Sort Key	Link
300300	Fixed Maintenance	E19	19
300400	Petrol - Vehicles	E19	19
300800	Tyres - Vehicles	E19	19
300900	Road Fund Licen	E19	19
400000	Educ. Furniture an	E19	19
301400	Operating Lease	E19	19
405900	IT Support	E20	20
406000	IT Software	E20	20
508090	Internet Charges	E20	20
405400	IT SEN	E20	20
405100	IT Equipment	E20	20
403510	Examination Fees	E21	21
401700	General Office Sta	E22	23
401600	Admin. Pub, Print	E22	23
400010	Admin. Furniture,	E22	23

- Highlight line 301400.

- Click on the blue arrows to map the code to E19. 
- All other codes are to be mapped to their corresponding CFR area shown.
- **Code 700471 Out of County Top Ups SEN and 723611 Out of County Top Ups Pupil Premium** may show that they should be mapped to I07 in CFR.
- Code 700471, Out of County Top Ups (for SEN) **should be** mapped to I03



Mapping for field : I03 - High needs top up funding

Available Import Fields
 Data Bank File: 1 - Main Cash File
 Selection Type: Analysis Codes

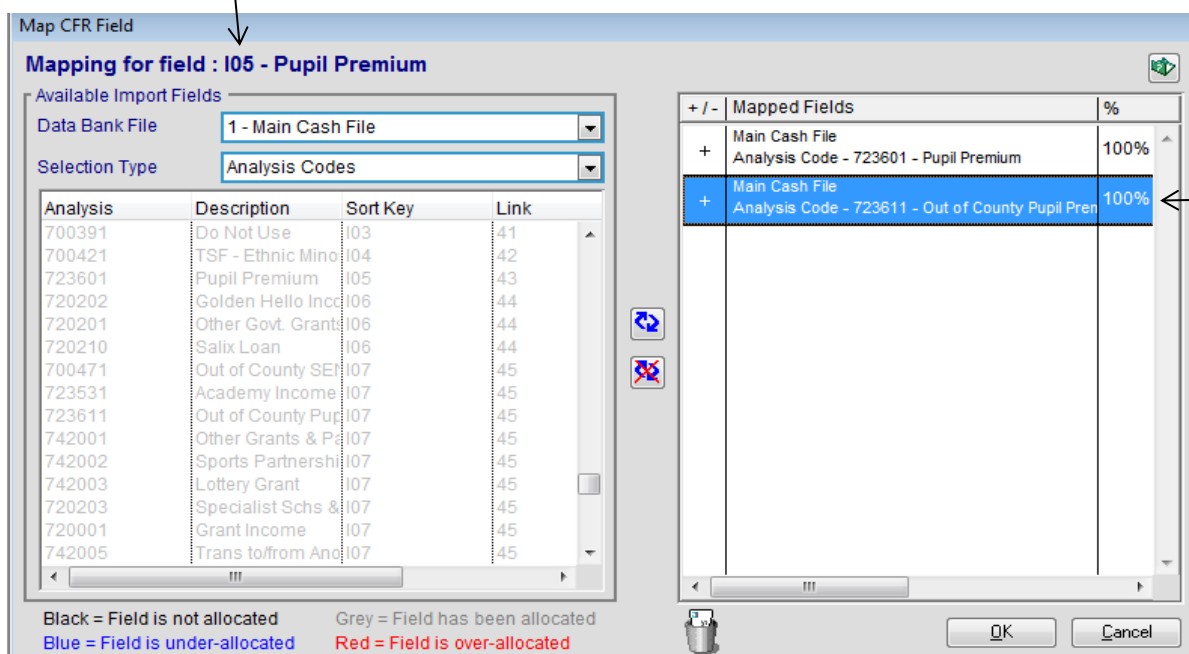
Analysis	Description	Sort Key	Link
700351	Comm Service Fu	03	41
700371	Transition Fundin	03	41
700381	Non-Del. Special	03	41
700401	High Needs Top	03	41
700391	Do Not Use	03	41
700421	TSF - Ethnic Mino	04	42
723601	Pupil Premium	05	43
720202	Golden Hello Inco	06	44
720201	Other Govt. Grants	06	44
720210	Salix Loan	06	44
700471	Out of County SEN	07	45
723531	Academy Income	07	45
723611	Out of County Pup	07	45
742001	Other Grants & P	07	45
742002	Sports Partnersh	07	45

+ / -	Mapped Fields	%
+	Main Cash File Analysis Code - 700401 - SEN Pupil Income - Non-	100%
+	Main Cash File Analysis Code - 700391 - SEN Pupil Income - Teac	100%
+	Main Cash File Analysis Code - 700381 - Non-Del. Special Unit an	100%
+	Main Cash File Analysis Code - 700371 - Transition Funding	100%
+	Main Cash File Analysis Code - 700351 - Special Unit Funding	100%
+	Main Cash File Analysis Code - 700341 - Non-Statemented SEN F	100%
+	Main Cash File Analysis Code - 700471 - Out of County Top Ups	100%
+	Main Cash File Analysis Code - 700481 - SEND Reform Grant	100%

Black = Field is not allocated Grey = Field has been allocated
 Blue = Field is under-allocated Red = Field is over-allocated

Make sure you are in **Mapping for Field : I03 – SEN Funding**
 Check that 700471 shows in the right hand pane.
 Click on OK

- Code 723611, Out of County Top Ups Pupil Premium **should be** mapped to I05



Mapping for field : I05 - Pupil Premium

Available Import Fields
 Data Bank File: 1 - Main Cash File
 Selection Type: Analysis Codes

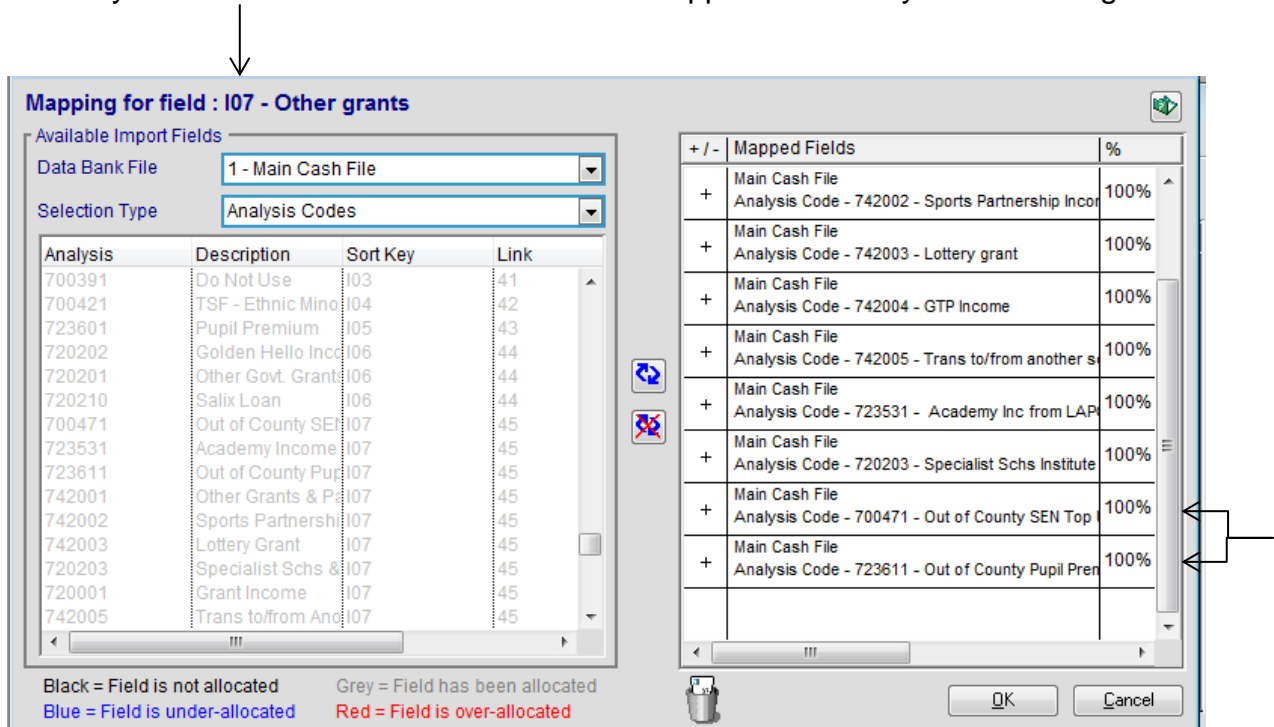
Analysis	Description	Sort Key	Link
700391	Do Not Use	03	41
700421	TSF - Ethnic Mino	04	42
723601	Pupil Premium	05	43
720202	Golden Hello Inco	06	44
720201	Other Govt. Grants	06	44
720210	Salix Loan	06	44
700471	Out of County SEN	07	45
723531	Academy Income	07	45
723611	Out of County Pup	07	45
742001	Other Grants & P	07	45
742002	Sports Partnersh	07	45
742003	Lottery Grant	07	45
720203	Specialist Schs &	07	45
720001	Grant Income	07	45
742005	Trans to/from Anc	07	45

+ / -	Mapped Fields	%
+	Main Cash File Analysis Code - 723601 - Pupil Premium	100%
+	Main Cash File Analysis Code - 723611 - Out of County Pupil Pren	100%

Black = Field is not allocated Grey = Field has been allocated
 Blue = Field is under-allocated Red = Field is over-allocated

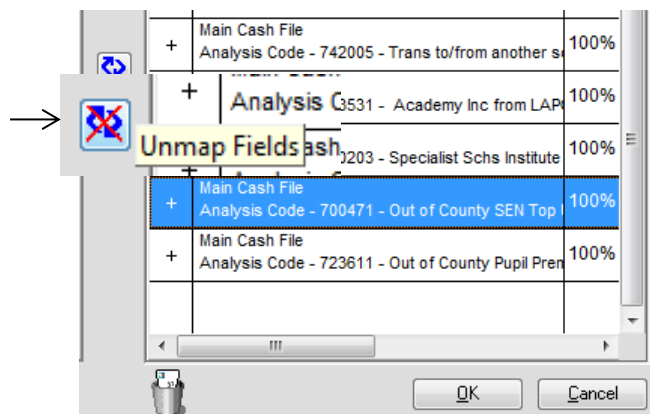
Make sure you are in **Mapping for Field : I05** – Pupil Premium
 Check that 723611 shows in the right hand pane.
 Click on OK

Should you find that 700471 and 723611 are mapped to I07 they can be changed.



Make sure you are in the incorrect mapping area, in this case **Mapping for Field : I07**

To unmap a code that is in the incorrect CFR area



Highlight the code and click on the Unmap Fields button.

- Click on >> OK
- Click on >> Save
- Click on >> Yes
- Click on >> OK

Follow the instructions on Page 15 to re-map the code to the correct CFR area.

Please remember that codes 700111, 746101 and OB must NOT be mapped.
You are now ready to import the data

Import Data Now

Run Diagnostics (confirm the 3 codes in the middle section)

Proceed

Click on close to the next screen

Click on Manual Entry

Click on Balances

The revenue balances will appear in B02

The capital balances will appear in B05

The balances must agree with the LMSFR4 balances once apportioned.

- Apportion the Balances to reflect the split between revenue, capital and community focussed. The balances **MUST** be the same as the LMSFR4 Memorandum Items

B01 - Committed Revenue Balances	£	7499.44
B02 - Uncommitted Revenue Balances	£	3320.51
B03 - Devolved Formula Capital Balance	£	25505.05
B05 - Other Capital Balances	£	0.00
B06 - Community focused school revenue balances	£	500.56

MEMORANDUM ITEMS (Total Balances on Line 16 attributable to)		
17	(B01) Committed Revenue Balances	7499.44
18	(B02) Uncommitted Revenue Balances	3320.51
19	(B03) Devolved Formula Capital Balance	25055.05
20	(B04) Other Standards Fund Capital Balances	0.00
21	(B05) Other Capital Balances	0.00
22	(B06) Extended School Balances	500.56
23	TOTAL (Lines 17 to 22 inclusive)	36375.56

- **Please do not just check the total. Please check B01, B02, B03, B05 and B06 individually on both reports.**
- **Do not attempt to open the padlocks**
- **If the balances do not match across the systems it is likely that the amounts entered into the Memorandum Items on the LMSFR4 have been incorrectly calculated. Check them again but if they still do not balance, call the helpline for assistance.**

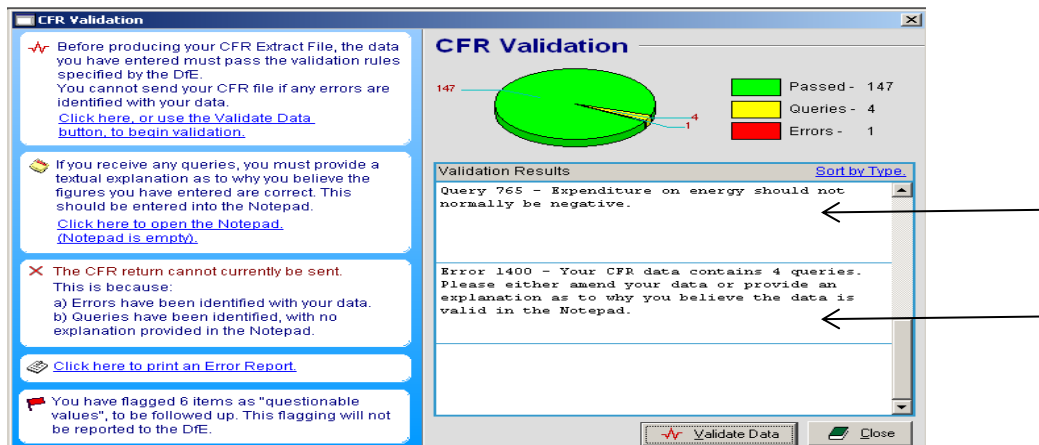
Please ensure both the breakdown from the Balances tab of the CFR Assistant and the LMSRF4 are exactly the same.

Click on Save and then Close

- When you have completed this process you should then validate the data.

Select CFR Validation>Validate Data

- If you have Queries - these need to have notes in the notepad.
- If you have Errors - these need to be corrected.
- The error shown is because there is a query without an explanation entered in the notepad. It will be corrected once explanations are saved in the notepad for the queries and the data re-validated.



**If you need to correct any transactions in RM Finance
** You MUST re-import the data, re-check the B01-B06 balances and repeat the validation process****

CFR Reports

Click on the Reports Icon >> CFR reports folder

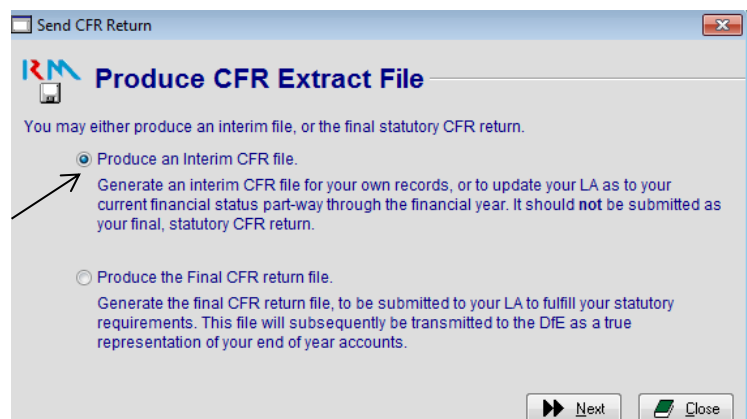


Select Summary of School CFR Data
Print out the CFR Report

- Check that the Balance in B01 to B06 is exactly the same as the breakdown on your LMSFR4.
- Check that the Capital Balances are the same as your Capital Return. The pennies may be different to the capital return but they must agree exactly to the RM Finance LMSFR4 breakdown.
- This report should be KEPT with your Year-End returns from RM Finance.

Producing the CFR Interim Return

Click on Send CFR Return
Click on Next
Click in Produce an Interim CFR file

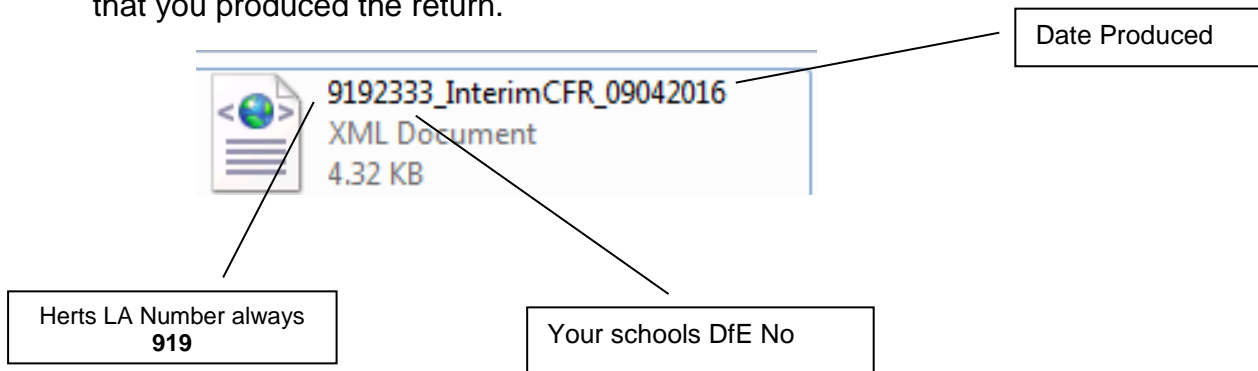


Do not click in the Final CFR return file

Click on Next
Begin Extract

- Close CFR Assistant when you have produced your CFR Interim return.

The file name (in the Outbox) will look like the example below but will show the date that you produced the return.



Checklist of signed reports – For internal use only

- Print the following reports unless printed earlier
- These reports do not need submitting.
- Retain copies for the schools records.

	LMSFR 3
	LMSFR 4 – Memorandum Items completed, agrees with CFR Return
	LMSFR 5
	LMSFR 5A (even if the schools does not use Petty Cash)
	LMSFR 6, 7, 8 & 9
	LMSFR10
	LMSFR11
	Copy of Final March Bank Statement
	Are all reports displaying the school name & number?
	Have all reports been signed?
	CFR report – Summary of school CFR data

**Schools not in the pooled banking arrangement:
(Please note this now includes National Westminster Bank)**

For schools NOT in the pooled banking arrangement please submit all March bank statements including the page showing the balance as at the 31st March 2016

Send to:-

**School Funding Team
Postal Point CHO323
2nd Floor
New Block
County Hall
Hertford
SG13 8DF**

Send the Printed final VAT Return to:-

Send to:-

**VAT Claims
Elaine Woodley
4th Floor
New Block
West Wing
County Hall
Hertford SG13 8TN
Postal Point CHN500**

Create the RM Finance Electronic Year End File

In RM Finance> Reporting> Custom Tab:

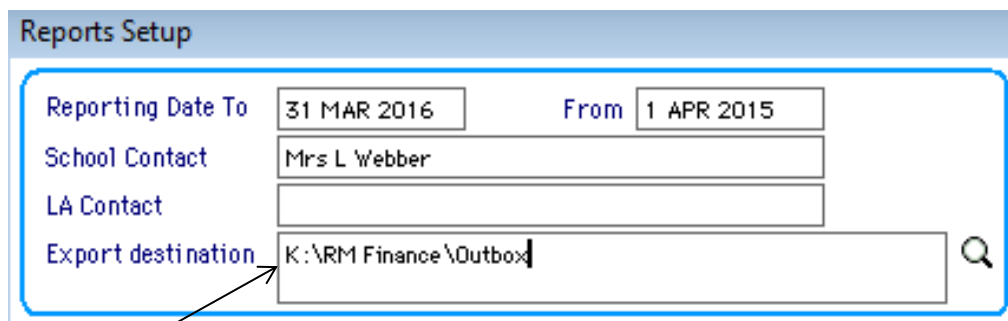
Click on Report Setup

- The Export destination line should read:

K:\RM Finance\Outbox

Or if on the C drive:

C:\Program Files\RM Management Solutions\RM Finance\Outbox



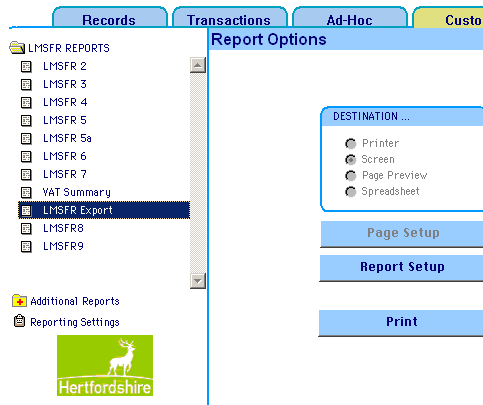
The screenshot shows a 'Reports Setup' dialog box with the following fields:

Reporting Date To	31 MAR 2016	From	1 APR 2015
School Contact	Mrs L Webber		
LA Contact			
Export destination	K:\RM Finance\Outbox		

An arrow points to the 'Export destination' field.

In the Reporting Module, Custom Tab

Click on LMSFR Export



Click on Print

- This will display a Declaration by the Head Teacher
- Click in the box indicating that you have read, understood and comply with the declaration.

Click on Continue

- This will produce an electronic return of the year end to your Outbox.
- The export file will have been created and saved in your drive location

Click on OK

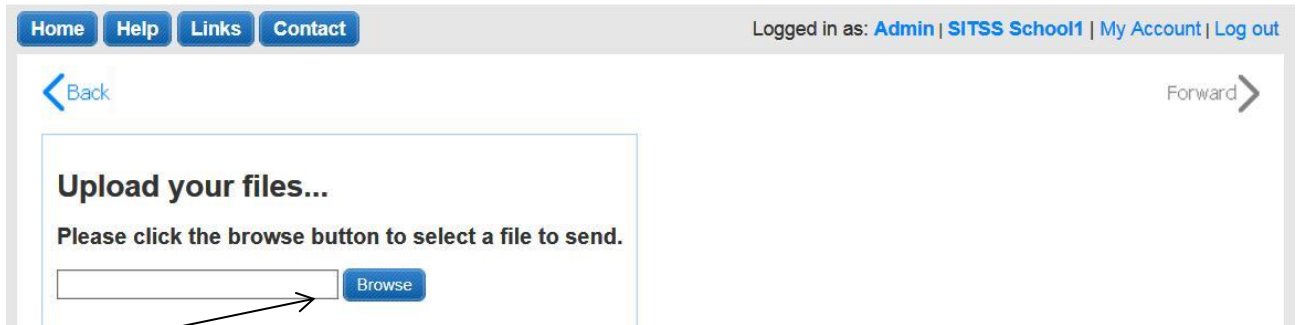
Exporting the Electronic Year End Return & CFR Return

AnyComms Plus



Log into AnyComms Plus

From the **Home** main menu click on the menu option to **Upload a file to the Local Authority** the screen below appears



Both the RM Finance and CFR Assistant exports must be uploaded to AnycommsPlus

- 1. Click on the Browse button. Browse to the folders and locate the files you wish to send.**

The files that need uploading should be in the following directories; however, your school may have a different pathname.

RM Finance

K:\RM Finance\Outbox

Or

C:\Program Files\RM Management Solutions\RM Finance\Outbox

RM CFR Assistant

K:\RM CFR Assistant\Outbox

Or

C:\Program Files\RM Management Solutions\RM CFR Assistant\Outbox

Service	School Finance
File Type	School Financial Reporting
Description	<i>YE followed by the 3 digit school number</i>
And	<i>CFR followed by the 3 digit school number</i>

**Take a back up of RM Finance
Take back-ups of CFRDATA.DF1 and CFRDATA.DEF
These should be retained for a period of 6 years**

You have now submitted your Returns to County Hall

Important Information

- Do not post anything else until RM Finance has been rolled over into Period 1, please see Bulletin 226 for further instruction.
- If you post anything further onto the system in period 12 it will change the schools record of the year-end figures and it will not agree with the record held by Hertfordshire County Council. This will cause an issue next year end.
- Make sure that you take a back up of the RM Finance data file and the two CFR datafiles.

Remember that now your Carry Forward figures are known you must enter them into the HCSS Budgeting software

Fund Account Year End

There is no requirement to submit a Fund Account Return unless the balance has exceeded £82,000 at any time during the year 2015/2016.

However, it is recommended that you produce the following reports for your internal records.

- A copy of the Bank Statement showing the account balance as at the 31st March 2016
- Financial Summary 3 – School Bank (Summary Only)
- Financial Summary 5 – Petty Cash (Summary Only)
- List of Budget Accounts
- LMSFR5, signed by the Headteacher and Chair of Governors
- LMSFR5a Petty Cash (if used)

If your balance has exceeded £82,000 at any point during the financial year 2015/16 you must;

- **Complete a School Fund return**
- Found at <http://www.thegrid.org.uk/info/sfu/returns.shtml>
- **Forward a copy of the above reports to**
School Finance Team
Postal Point CHO323
2nd Floor
New Block
County Hall
Hertford
SG13 8DQ

The Schools Internal Audit Service no longer audit Fund accounts.

It is now a requirement that all schools should have their Fund accounts audited externally.