



Medium Term Financial Planning Workshop (Secondary Schools)

Being healthy

Staying Safe

Enjoying and
achievingMaking a positive
contributionEconomic
wellbeing

PRIM/FP/AM or PM plus date

Secondary

Schools are encouraged to demonstrate that the longer-term financial position of the school is considered as part of its decision-making process. The preparation of medium-term financial forecasts is also a requirement of the DCSF Financial Management Standard in Schools.

The workshop will include guidance on the following:

- calculation of staffing costs
- projection of income and expenditure over future years linked to the School Improvement Plan
- school funding changes

You will require a basic knowledge of Excel and need to bring with you:

- current year School Budget Share documents and Standards Fund allocations
- LMSFR2 for the last term end
- current staff contracts
- traded services contracts
- school improvement plan
- 07 PLASC return and September pupil numbers
- future pupil number projections
- latest Nominal Roll information
- memory stick storing the schools Approved Budget Return

The aim of this workshop is:

- to enable staff to prepare a medium-term financial forecast in a supported environment, using RM Financial Planning software.

Delivered by: Financial Services for Schools

Cost: £100.00 per school for max of 2 delegates

Venue: Hertfordshire Development Centre, Stevenage

Course Code: PRIM/FP/AM30098

Date: Tuesday 30 September 2008

Time: 9:30am-12:30pm

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Date: Tuesday 30 September 2008

Time: 13:30pm-16:30pm

Suitable for: Staff responsible for the generation of the school's 3 year finance plan

How to book: Complete the booking form from the grid -

www.thegrid.org.uk/info/traded/financial/courses and send by post: Room 166,

County Hall, Hertford, SG13 8DF, tel: 01992 556191, fax: 01992 555727 or email:

fss.admin@hertcc.gov.uk