

Financial Support Service

Executive Summary

The financial management of a school or academy is complex and demanding. CASL, in partnership with School Accounting & Finance Services, has developed a versatile financial support service for schools and academies which

provides guidance to Governors and Headteachers together with practical support for Finance Officers. Our service is tailored to your school's requirements, responds to your financial issues and identifies a range of solutions.

Service Offer

Our financial support service can provide any combination of the following:

- Sourcing and commissioning of school accounting systems
 - Development of systems and controls
 - Assistance with the transition to cheque-book management as part of the move to in-school financial management
 - Creation of reporting systems for Governors and School Managers
 - SLA type support, including monthly, quarterly or termly visits
 - Regular visits to check systems and controls, correct errors, prepare reports for Governors, managers and local authorities (LAs), set and monitor budgets, and assist with resolution of financial queries and problems
- Attendance at Governors' meetings, as required
- Financial assistance and advice for audit, OfSTED and Financial Management Standard in Schools (FMSiS)
- Training for Governors/Senior Management Team/Bursar
- Finance staff recruitment
- Personal support by phone, e-mail or on site

We will also quote for additional services, if asked.

Key Features

- Service delivered by experienced personnel with relevant qualifications
- Individually tailored support which meets the specific requirements of your school or academy
- Wide range of advice and support, covering all elements of school finance
- E-mail and telephone access to your school support officer between regular visits
- A friendly and informal approach with clear, straightforward advice and explanations

School Responsibilities

- Post all transactions (orders, invoices and income) to the school's finance system prior to visit (unless otherwise agreed)
 - Keep accurate records of all petty cash and credit/debit card payments
 - Maintain a sound filing system for financial records

Quality of Service and Evaluation

Our support service responds to e-mails within 24 hours and to phone calls on the same day – or in the case of late afternoon calls, early on the following day.

CASL carries out regular customer surveys on an annual basis to monitor performance and ensure service excellence; the surveys cover at least 25% of service clients. If you have any concerns at any time, we welcome your feedback.

Cost

Costs will vary, depending on the services you require. For guidance, a typical annual contract for a primary school (outside Greater London) would be in the region of £5,000 for one day per month and £3,000 for half a day per month. Day rates are calculated on a pro rata basis.

Contact Details

For further information, send us your contact details, a brief outline of what you need, and some dates when we can call you.

We will then contact you as soon as possible.

Contact us by using the CASL Extended Services Answering Service on **01733 866467** or e-mail office@churchacademies.org.uk putting Extended Services in the subject line.