

# FINANCIAL MANAGEMENT AND BUDGET PLANNING



## Underpinning the success of your school

Money matters never more so than when applied to the educational needs of children. That is why the employees at SBS have been providing financial management services to schools for many years. Our finance service is wide ranging, and structured in such a way that schools are free to choose and purchase support which can be tailored to meet the particular needs of your school.

At SBS we offer a professional, effective and tailored value add solution. Testament to this is the feedback provided from Headteachers through to Governors and Local Authorities within all the areas that we operate.

A critical success factor is delivering to the school, an understanding and confidence in all elements

of financial management; we recognise the crucial impact such understanding has on school planning.

With Financial Management Standard in Schools (FMSiS), the pressure and burden that each school now faces and the demand for accountability can be challenging. Whether you require financial tools to assist in your forward planning and business strategy, or support with bursarial management, we are here to help relieve at least some of your stress and concerns.



## SERVICE SUPPORT OPTIONS

### Customised, flexible packages specifically designed to achieve your financial goals.

Our Financial Management Consultants establish professional working relationships with schools and provide flexibility, responsiveness and a commitment to quality management and customer care. We believe in building quality into our service delivery and all our staff are committed to this objective.

Our aim is to bring 'Valued Added' into every school that we support regardless of which package you take. Please note that extended descriptions are downloadable from our website:

[www.schoolbusinessservices.co.uk](http://www.schoolbusinessservices.co.uk)

### Bronze

#### Helpdesk Only

- ✓ *The Bronze Service is a helpdesk only service which should be purchased by schools that are very effective in terms of budget planning and monitoring, or have been using a similar finance service for a number of years.*
- ✓ *Telephone support during business hours*
- ✓ *5 Year SBS Online Budget and Business Planning Software, including Budget and Salary monitoring*
- ✓ *Written updates of financial system changes*
- ✓ *Additional services on a day rate basis*

### Silver

#### Senior Finance Consultancy Support

- ✓ *All inclusive Bronze Service*
- ✓ *5 Year SBS Online Budget and Business Planning Software, including Budget and Salary monitoring*
- ✓ *Business Planning and monitoring Consultancy Support*
- ✓ *Termly school visits*
- ✓ *Discounted rate on any additional consultancy days*
- ✓ *School Business Manager option: If you require strategic management support to the school, with our consultants acting as a member of the senior management team to lead on the delivery of a range of projects, please see our School Business Manager Service information.*

### Gold

#### Senior Finance Consultancy Support

- ✓ *All inclusive Silver Service*
- ✓ *5 Year SBS Online Budget & Business Planning Software, including Budget and Salary monitoring*
- ✓ *Business Planning and monitoring Consultancy Support, including Governor reporting*
- ✓ *End of Year Close*
- ✓ *Monthly Visits*
- ✓ *Discounted rate on any additional consultancy days*
- ✓ *Governor meeting attendance available\**
- ✓ *School Business Manager options (as detailed under the Silver Service)*

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## Adhoc Services

SBS offer additional professional services when you need them.

- ✓ *Training for FMSiS, SBS Online and Finance Systems*
- ✓ *School finance policy documentation production*
- ✓ *Attendance at governing body, finance committee or others as requested*
- ✓ *Set up of various financial software system databases, including Personnel modules*

## Bursary Service

The bursary service is usually for schools that currently have a vacancy for a bursar or finance

officer, or for schools that wish to use this service instead of employing their own bursar in addition to our Gold Service Consultancy visits.

Our bursary service is an efficient and cost effective way of managing the day to day school finances and general ledger. Our experience is that most Primary schools can be managed with 1 day a week bursary support plus the **Gold Service** where you receive an additional visit by a Senior Consultant/School Business Manager. In some cases schools prefer to have two days support to cover payroll issues.

This service is very much tailored to what the particular school needs and invariably the best solution is derived from an informal discussion.

## SBS Online

SBS has developed SBS Online, a fully web based Financial and Business Planning Software, which includes full Salary and Budget monitoring as well as a School Development Planning (SDP) module.

We believe that ongoing and close monitoring of the schools budget throughout the financial year is key to financial success and stability. Our software also allows schools to link their SDP to their 5 year financial plan and meets all FMSiS requirements. Please see our supplementary brochure for further details on SBS Online.

SBS Online software is included in all levels of our Finance SLA's OR can be purchased on an independent license including software helpdesk support if a full SLA is not required.



**SBS Online Login Screen**

*"We, at SBS, pride ourselves on having a professional Financial Management support team, as well as a highly qualified and experienced task force that can also deliver ICT and MIS support services.*

*We never forget that no two schools are the same, hence through consultation we tailor a package for your needs supported by a full costing exercise without any required obligation or commitment to proceed with SBS.*

*Whatever your budget needs, we will ensure you extract the best from the finances you have."*

**Tina Brown - Managing Director**