

Alternative Admin Forum **Week Four 18 May 2020**

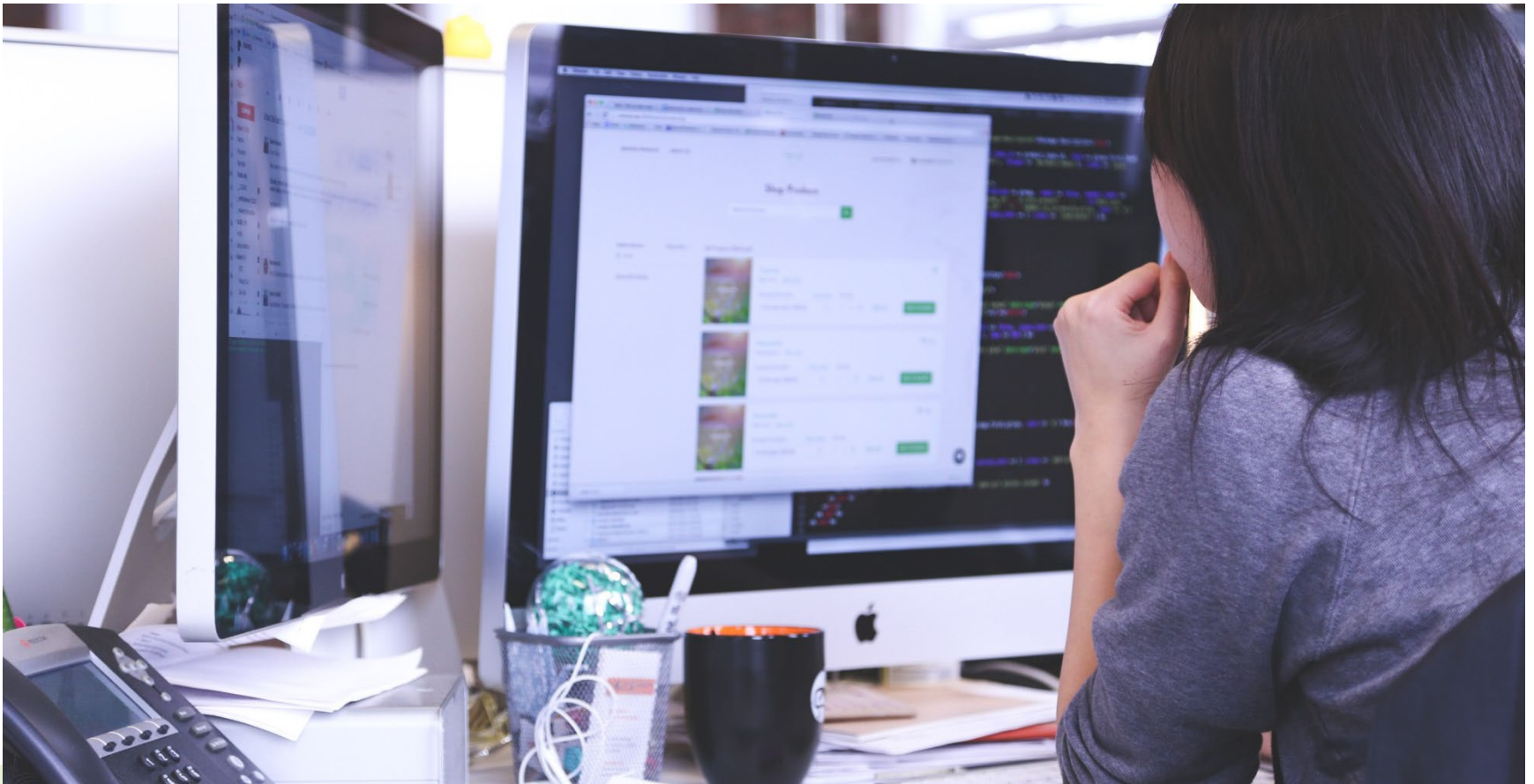
Your Online Presenters are:

Donna Flynn & Kath Ryans

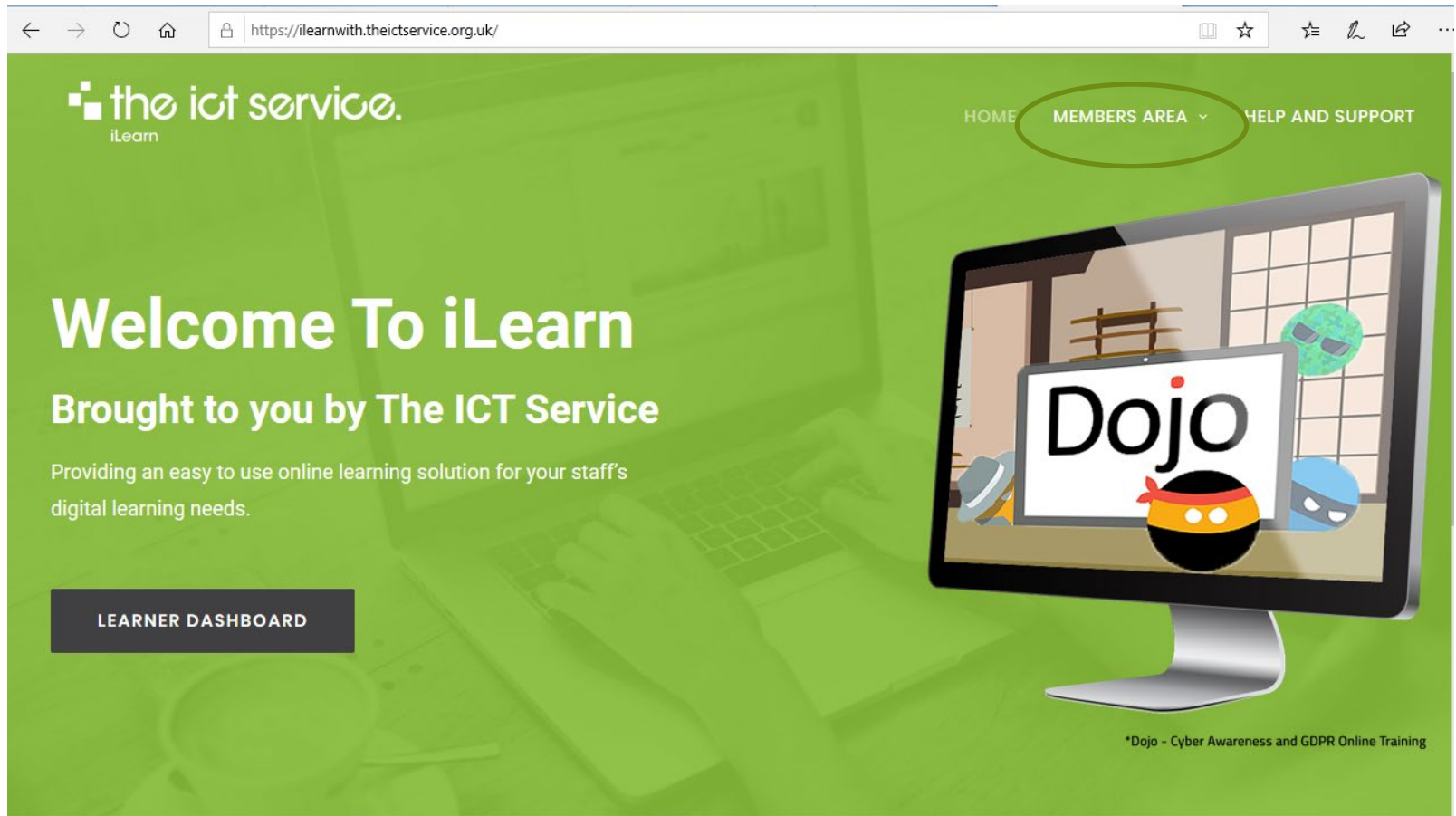
- This will be a live presentation.
- If you would like to ask questions during the presentation or in the Q&A, please type them in the Q&A section. When asking a question, please start with your name and school.
- There is no microphone required for this presentation. To hear us, please make sure your speakers are turned up or headphones are plugged in.
- We don't recommend viewing this presentation inside Central Hosting.

For those of you who missed weeks one - three

These are now available for ALL delegates who have signed up to the Alternative Admin Forum to watch at your leisure!



Follow the link in your email



The screenshot shows a web browser window with the URL <https://ilearnwith.theictservice.org.uk/>. The page features a green background with a faint image of a laptop. In the top left, the logo for 'the ict service. iLearn' is displayed. In the top right, a navigation menu includes 'HOME', 'MEMBERS AREA' (which is circled in green), and 'HELP AND SUPPORT'. The main content area on the left contains the text 'Welcome To iLearn Brought to you by The ICT Service' and 'Providing an easy to use online learning solution for your staff's digital learning needs.' Below this is a dark grey button labeled 'LEARNER DASHBOARD'. On the right, a computer monitor displays the 'Dojo' logo and several colorful cartoon characters. At the bottom right, a small note reads '*Dojo - Cyber Awareness and GDPR Online Training'.

the ict service.
iLearn

HOME MEMBERS AREA ▾ HELP AND SUPPORT

Welcome To iLearn

Brought to you by The ICT Service

Providing an easy to use online learning solution for your staff's digital learning needs.

LEARNER DASHBOARD

*Dojo - Cyber Awareness and GDPR Online Training

Feedback from Week Three



A Huge welcome to those of you who have booked on since last Tuesday – we are now pleased to be welcoming over 83 people to these Forums (both in person and downloading the videos)!



How to deal with ATF's included as a Handout, and yes ATF import will be included as part of the SIMS End of Academic Year workshops



Retention was mentioned by a few of you – so included in this week's action-packed agenda!



Thank you so very much for such amazingly positive feedback



Cost Centre and Ledger Code linking handout available for the finance folder

Reminders (again)

- SIMS GDPR Tidy Up Sessions – Wednesday 24th June am & pm
- NEW Dates: SIMS NEW User Workshop – Days 1 & 2 June
- SIMS End of Year workshops – various dates, please do book on! Hurry limited spaces left!
- FMS Workshops – please ensure you are familiar with the joining instructions as these are on a 1-2-1 basis - miss it lose it!

NEW DATES AND TIMES ADDED

<https://theictservice.org.uk/services-solutions/training/>

- For those of you who would like a refresher of SIMS over the **Half Term** break, why not consider joining me for The Essential SIMS for Administrators on the 27th May!

Don't Forget



If you cannot find a workshop that is relevant or would like some support with something not listed on the website; please do get in touch direct:

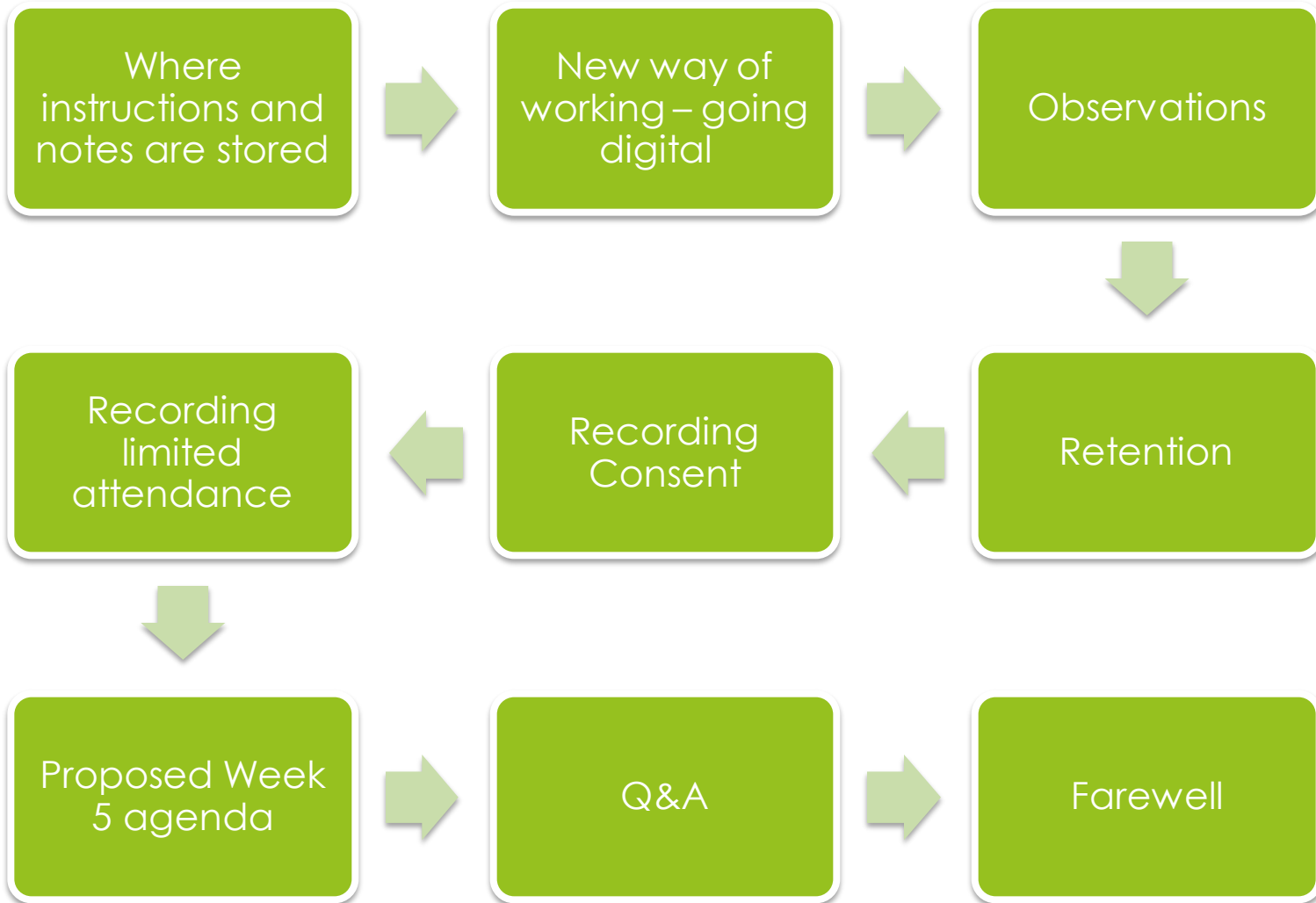
donna.flynn@theictservice.org.uk Tel: 01223 772917

kath.ryans@theictservice.org.uk Tel: 01223 772934

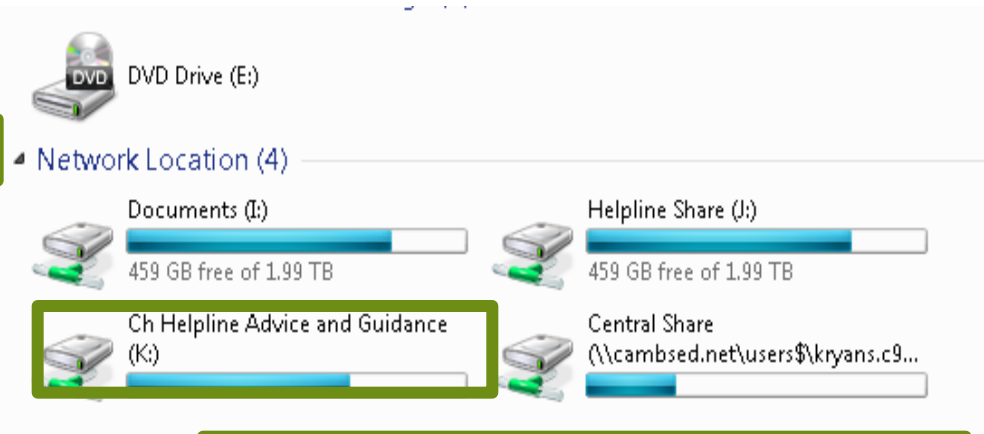
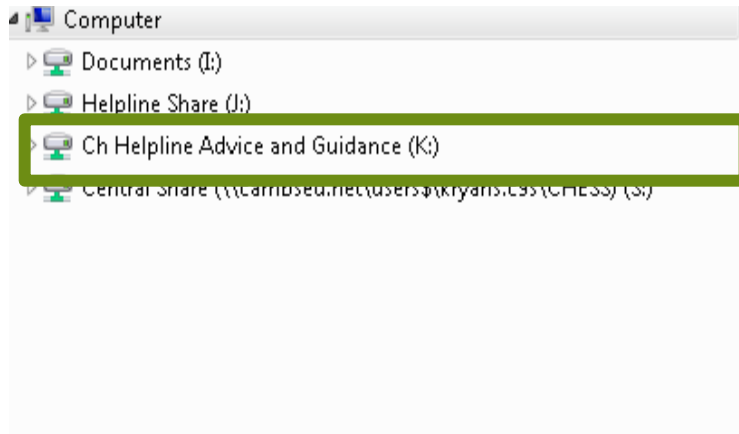
All pre-booked and pre-agreed remote consultancies will be charged at the rate of £75 per hour or as advertised on the website.



Week Four – Agenda



Did you know? Yes AGAIN!!!!



Central Hosting	12/02/2020 10:21	File folder	
FINANCE	23/04/2020 13:24	File folder	
SAVING	23/03/2020 12:36	File folder	
Advice and Guidance Documentation	14/01/2020 11:40	Text Document	1 KB
Remote Support	24/04/2020 13:55	Internet Shortcut	1 KB

FMS	27/04/2020 12:36	File folder
HINTS AND TIPS	13/03/2020 12:23	File folder
SIMSPAY	24/03/2020 09:20	File folder
SSCT - BANK ACCOUNT TEAMS	10/03/2020 15:37	File folder

BUDGET INTO FMS 2020	05/05/2020 15:29	File folder
COST CENTRE LEDGER CODE LINKS	14/05/2020 15:49	File folder
ESPO CATALOGUE 2020	27/04/2020 14:40	File folder
Finance Matters - Sep 2019 (2) VAT Reco...	27/04/2020 12:36	File folder
Financial Regulations and Requirements	19/11/2019 14:30	File folder
Month End Check lists	09/11/2019 15:09	File folder
Paperless and Electronic PO's	14/05/2020 15:54	File folder

Make the most of these - only short shelf life!

Cambridgeshire County Council

the ict service.
education

Creating New Cost Centre and Ledger Code linking

Author: Application Support Consultancy
 Reviewed by: Kathleen Ryans
 Publication date: April 2020
 Version: 1.0
 Review date: April 2021

Help – It's just not working !



Problem . Covid19 has made us look at our procedures. They are simply not working. Too many hands involved.

Lockdown and social distancing, means that many of us are working remotely. It is a huge challenge, with too many people involved in purchasing, deliveries and paying transactions.

The ICT Service have offered workable suggestions. Will it, work for us?



New Way of Working - Going Digital!

Email your orders directly, with an authorising signature.
Compliance and Commitment

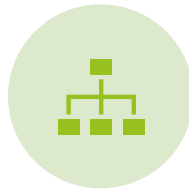
Stage One to consider



IT SAVES A HUGE AMOUNT OF TIME. CREATING PURCHASE ORDERS, PRINTING THEM, ADDING THE AUTHORISING SIGNATURE, SCANNING AND EMAILING



NOT NEEDED ANYMORE! ONCE THE PRINT BUTTON IS PRESSED THE PO HAS GONE DIRECTLY TO THE SUPPLIER WITH THE AUTHORIZING SIGNATURE



ALL IN THE PLANNING AND IMPLEMENTING. PRE-REQUISITES APPLY



TEMPLATE ELECTRONIC PO REQUISITION'S FOR STAFF. SECURITY AUTHORISATION CODE FROM HEAD TO FINANCE OFFICER.



ESPECIALLY IN THIS PRESENT CLIMATE, AND SOCIAL DISTANCING

Why wouldn't you? - Think Safe
Think Streamline Think Efficiency

Go Digital – Streamlining processes

FMS Purchase Order Processing

Book Number Pay From Date

Supplier Delivery Address
 Slepe House
 Compass Point
 Huntingdon
 Cambs
 PE27 5JL

Status Source First Output Method
 Delivery Instruction On Hold

Email Order Method

Contact Name Special Instructions

Waters Edge Primary Sch
 Slepe House
 Compass Point
 Huntingdon
 Cambs
 PE275JL

Date: 14/05/2020
 Order No: WARDG000020

Purchase Order

ESPO 2
 Barnsdale Way
 Grove Park
 Enderby
 Leicester
 LE19 1ES
 Fax: 01162944390

Waters Edge Primary Sch
 Slepe House
 Compass Point
 Huntingdon
 Cambs
 PE27 5JL
 Tel: 01480 375055
 Tel: 01480 376678
 Fax: 01480 376678

Customer Ref: FA281/001
 Delivery A.S.A.P.

Authorised By :



Copy Page 2 of 2 (submitted using Email PDF)

Part No.	Description	Unit Cost	Qty	Disc. %	Total
184969	DIST.DOO GLOVES/APRONS	27.500	5	0	137.50
ORDER TOTAL :					137.50

Pre-Requisites Apply

Retention – part one (the basics)



- Special Educational Needs files

Date of birth of the pupil + 31 years

- Child Protection Data

Date of birth of pupil + 25 years

- Pupil Records

Primary - Retain whilst the pupil remains at the primary school

Secondary (& Special) – Date of birth of pupil + 25 years

- Personnel files

Termination of Employment + 6 years

- Attendance Registers

3 years after the date the entry was made

- Accident reporting (under 18 years)

BI-510 – 3 years after last entry in the book



Retention – part two (frequently asked)

- Exercise books

If not collected / sent home. Current year + 1 year

- Records relating to circulars to staff, parents & pupils

Current year + 1 year

- Signing in books

last entry + 6 years

- School Census Returns

Current year + 5 years

- Records of Consent

to be destroyed when pupil leaves

- Admissions

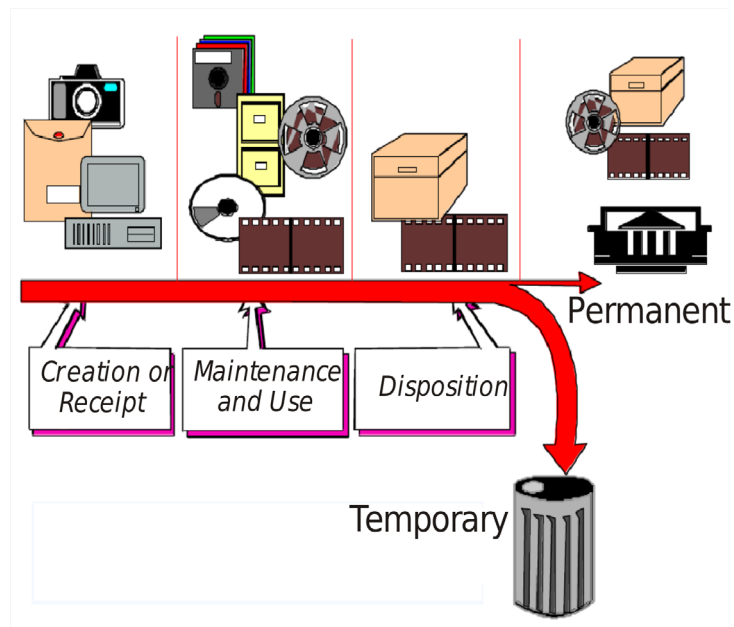
Date of admission + 1 year

- School meal registers

Current + 3 years

- General files (which fit into no other category)

Current year + 5 years then review



Financial Records Retention - 'Extract'

- It is important that records (computerised or manual) are carefully retained and systematically filed as they are required for inspection by a number of agencies such as Internal Audit, External Auditors the District Auditor, HMRC officials, etc.
- The required MINIMUM period for the retention of financial records is CURRENT FINANCIAL YEAR + THE THREE PREVIOUS FINANCIAL YEARS.
- This applies to Receipts, Till Rolls, Invoices, Copy Orders, Audit Trails, School Meals and Non- Public Fund Records and Procurement Card transaction logs.

Full details available from the CH Advice and Guidance | Finance | FMS | Finance Regulations & Requirements Annex 4. (current version) Page 24

The advised periods for the retention of other financial records are detailed below:

Accounts etc

Sales Contracts
Purchasing Contracts
Stock Inventories
Published Accounts
Taxation Returns
External Audit Reports
Cheques
Bank Statements
Cash Statements
Deeds of Covenant
Primary Salaries & Wages Records
Expense Accounts
Pension Scheme Records
Year-end BCR (electronic)
In-Year BCR's (electronic)

Period of Retention

6 years after agreement ends
6 years after agreement ends
10 years
Permanently
6 years
Permanently
6 years
6 years
6 years
12 years after final payment
7 years
7 years
Permanently
6 years
3 years

General

Insurance Policies (Excluding Liability)
Liability Insurance Policies
Insurance Claims
Insurance Schedules
School Minutes

6 years after lapse
Permanently / Indefinitely
6 years after settlement
10 years
Permanently

Extract – Financial Reg 2017-2018



Recording Consent – A Demonstration



Handout available for delegates upon request as part of this presentation

Recording Attendance – A Demonstration

student	points	%	grade	late	abs
> Arqus, Ellen		0.0%		0	1
> Bing, Rachel		0.0%		0	0
> Brown, Buster		0.0%		1	0



Handout available for delegates upon request as part of this presentation

Week Five – Suggested Agenda

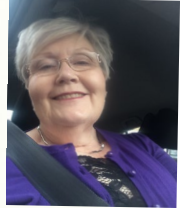
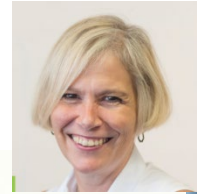
- Feedback from Session Four
- Key updates and breaking news that you need to be aware of *(if you have something you would like to share with colleagues – please do let us know)*
- Articles on becoming Paperless
- GDPR – returning to school
- Topics requested by you – as we now have over 80 delegates signed up, let's hear what you have to say!
- How are you getting on now (for some of you) the children are back in attendance?



Questions & Answers



With a Goodbye for now – stay safe



We look forward to welcoming you to the next instalment