

SCHOOLS' FINANCE TEAM SERVICE LEVEL AGREEMENT SUMMARY FOR ACADEMIES YEAR: 2021/22

BASED ON REMOTE ACCESS PROVISION TO ACADEMY FINANCE SYSTEM

Service	Tick if quote required
Access to named Finance Officer	
Telephone helpline	
Prepare academic year salary forecast for budgeting/planning	
Preparation of monthly payroll journal	
Input of monthly payroll journal	
Monthly monitoring and report of variation to actual salaries against budget	
Remote access support	
Attend annual budgeting meeting at school location for Shropshire schools	
Termly health check, advice and report	
Termly review of income and expenditure nominal ledger codes	
Termly review of control account balances	
Termly review of Debtors and Creditors	
Termly review of current commitments	
Budget variance reporting	
Attend half day termly finance monitoring meeting at school location for Shropshire schools	
Support closedown of accounts as directed	
Ad-hoc updates and advice on LA financial issues	
<p>Pay as you go services / additional meetings can be purchased (subject to availability) on request. Please contact your finance officer or the Finance Team on 01743 256230 / education-inbox@shropshire.gov.uk</p>	