



SAAF Education – Budget reforecasting for Schools & Academies

Vicky Butters – Senior Account Manager





About Us

SAAF Education was established in 2011. We're a leading provider of education support services within each of our service areas: Payroll, Finance and Supply & Recruitment. We work with over **500 clients** - including schools, academies and multi-academy trusts

What We'll Be Covering

- ✓ Preparation
- ✓ Staffing
- ✓ Non payroll costs
- ✓ Income / additional funding
- ✓ Reporting Variances
- ✓ Presentation



Objectives

- ✓ Greater understanding of process
- ✓ Impact of staffing changes
- ✓ Reporting variances
- ✓ Submission



Forecasting



Forecasting





Non payroll costs

Orders will be accounted for



All invoices posted



Knowledge of spending patterns



Projects



Services not yet paid for



Prepayments & accruals



Income

Invoices



Debtor write offs



Funding



Additional Income



Additional funding



Accrued & deferred income

Reporting Variances

DON'T PANIC!



Management Accounts / Forecasts

Produced in line with ESFA Handbook

Management Accounts Report as at October 2021/22

| | Budget (£) | Current Period Actual + Commitmen (£) | Variance (£) | Budget (£) | Year To Date Actual + Commitment (£) | Variance (£) | Budget (£) | Full Year Forecast (£) | Variance (£) | Spent to date % | Note |
|--------------------------------------|-----------------|--|-----------------|-------------------|---|-----------------|-------------------|------------------------------|-----------------|--------------------|--------------|
| Income | | | | | | | | | | | |
| GAG funding | £781,855 | £767,522 | -£14,333 | £1,530,148 | £1,461,938 | -£68,211 | £8,922,662 | £8,964,168 | £41,506 | 16% | ¹ |
| Other Govt Grants | £12,760 | £40,521 | £27,761 | £25,520 | £4,509 | -£21,011 | £153,121 | £153,121 | £0 | 3% | ² |
| Other Income | £28,625 | £46,920 | £18,295 | £57,250 | £149,601 | £92,351 | £343,500 | £434,361 | £90,861 | 34% | ³ |
| Total Income | £823,240 | £854,963 | £31,723 | £1,612,919 | £1,616,048 | £3,129 | £9,419,283 | £9,551,650 | £132,367 | 17% | |
| Expenditure | | | | | | | | | | | |
| Staffing | | | | | | | | | | | |
| Teaching Staff | £482,469 | £504,454 | -£21,985 | £964,938 | £952,489 | £12,449 | £5,789,629 | £5,854,487 | -£64,858 | 16% | ⁴ |
| Educational Support Staff | £36,143 | £49,522 | -£13,378 | £72,287 | £90,805 | -£18,518 | £433,721 | £390,179 | £43,542 | 23% | ⁵ |
| Premises Staffing | £18,109 | £19,539 | -£1,430 | £36,218 | £44,682 | -£8,464 | £217,308 | £230,514 | -£13,206 | 19% | ⁶ |
| Admin Staffing | £75,212 | £35,496 | £39,716 | £150,424 | £65,983 | £84,441 | £902,543 | £865,209 | £37,334 | 8% | ⁷ |
| Other Staff | £9,127 | £10,230 | -£1,103 | £18,254 | £17,730 | £524 | £109,525 | £110,597 | -£1,072 | 16% | ⁸ |
| Total Staffing | £621,061 | £619,240 | £1,820 | £1,242,121 | £1,171,688 | £70,433 | £7,452,726 | £7,450,965 | £1,761 | 16% | |
| Other Costs | | | | | | | | | | | |
| Premises | £12,351 | £5,484 | £6,867 | £24,702 | £7,786 | £16,916 | £148,210 | £148,210 | £0 | 5% | ⁹ |
| Occupancy Costs | £19,731 | £8,967 | £10,764 | £39,462 | £20,675 | £18,787 | £236,769 | £236,769 | £0 | 9% | ⁹ |
| Educational Supplies and Ser | £83,927 | £31,864 | £52,063 | £167,854 | £205,144 | -£37,290 | £1,007,125 | £1,007,125 | £0 | 20% | ⁹ |
| Admin Supplies | £3,740 | £5,444 | -£1,704 | £7,480 | £24,083 | -£16,603 | £44,877 | £44,877 | £0 | 54% | ⁹ |
| Employee Costs | £4,003 | £611 | £3,392 | £8,007 | £11,789 | -£3,782 | £48,039 | £48,039 | £0 | 25% | ⁹ |
| Professional Fees & Insurance | £10,545 | £3,096 | £7,449 | £21,091 | £15,226 | £5,864 | £126,543 | £126,543 | £0 | 12% | ⁹ |
| Catering | £22,678 | £13,903 | £8,775 | £45,356 | £24,732 | £20,624 | £272,136 | £272,136 | £0 | 9% | ⁹ |
| Total Other Costs | £156,975 | £69,369 | £87,606 | £313,950 | £309,435 | £4,515 | £1,883,699 | £1,883,699 | £0 | 16% | |
| Total Expenditure | £778,035 | £688,610 | £89,426 | £1,556,071 | £1,481,123 | £74,948 | £9,336,425 | £9,334,664 | £1,761 | 16% | |
| Surplus/Deficit Excluding Cap | £45,204 | £166,354 | £121,149 | £56,848 | £134,925 | £78,077 | £82,858 | £216,966 | £134,108 | | |

Management Accounts / Forecasts

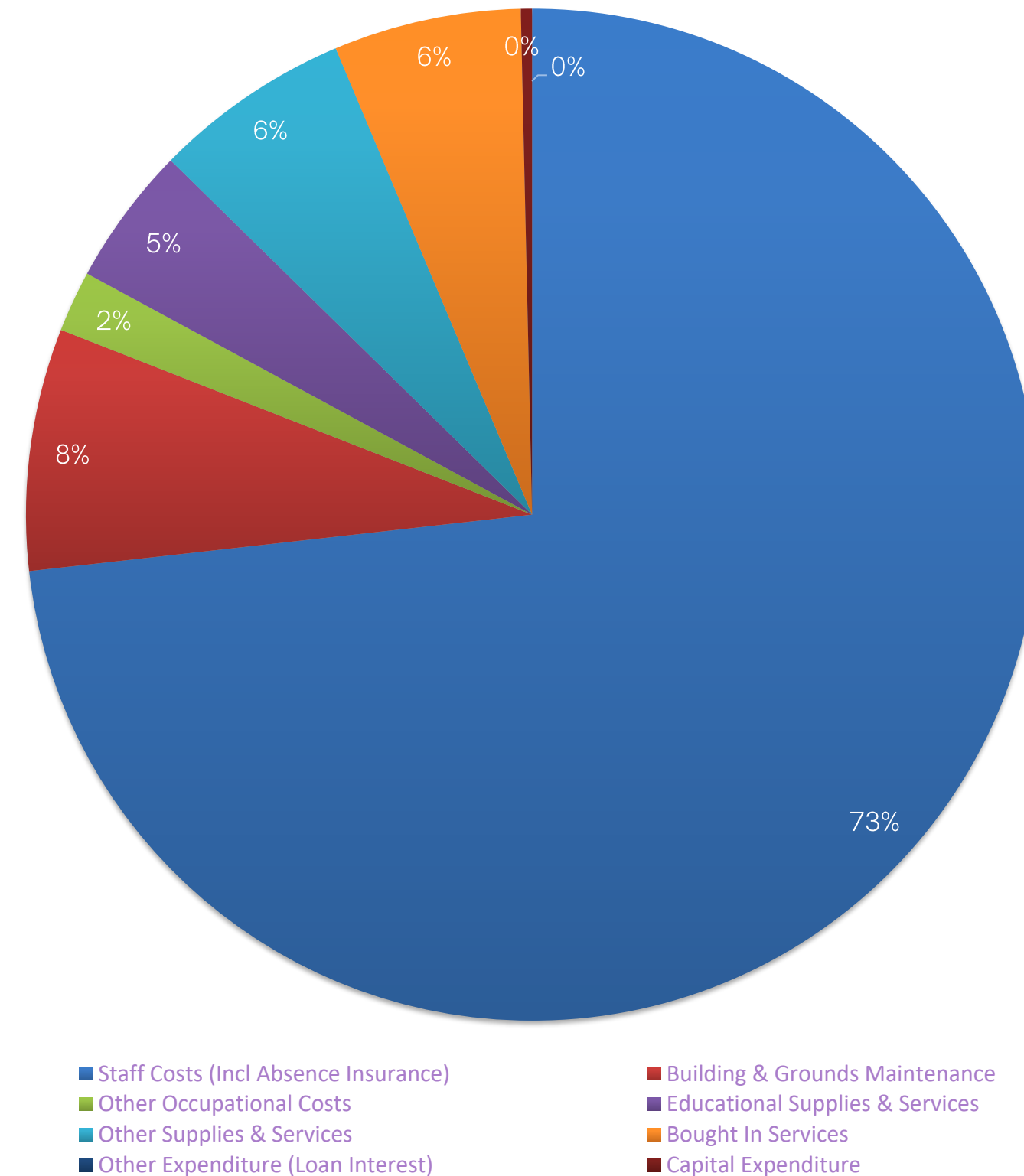
Produced in line with LA format

| | Budget (B) | Spend to Date (C) | Remaining (D) | Spend P8 to P12 | Forecast Spend (F) | Variance (G) | Notes |
|----------------------------------|-----------------------|------------------------------|--------------------------|----------------------------|-------------------------------|-------------------------|--------------|
| Revenue | | | | | | | |
| E01 Teaching Staff | 1316722 | 636106 | 620616 | 620037 | 1316143 | 579 | |
| E02 Supply Staff | 5000 | 25276 | -20276 | -20276 | 5000 | 0 | 1 |
| E03 Education Support Staff | 544203 | 231204 | 252999 | 236726 | 527930 | 16273 | 2 |
| E04 Premises Staff | 0 | 0 | 0 | 0 | 0 | 0 | |
| E05 Administrative Staff | 113980 | 58828 | 55152 | 53823 | 112651 | 1329 | |
| E06 Catering Staff | 0 | -3 | 3 | 0 | -3 | 3 | |
| E07 Other Staff | 47291 | 26019 | 21272 | 15807 | 41826 | 5465 | 3 |
| E08 Indirect Employee Expenses | 1010 | 714 | 296 | 296 | 1010 | 0 | |
| E09 Development & Training | 7000 | 1438 | 5503 | 3500 | 4998 | 2003 | 4 |
| E10 Supply Teacher Insurance | 28000 | 28000 | 0 | 0 | 28000 | 0 | |
| E11 Staff Related Insurance | 0 | 0 | 0 | 0 | 0 | 0 | |
| E12 Building Maintenance & Imp. | 50735 | 38429 | 12306 | 12306 | 50735 | 0 | 5 |
| E13 Grounds Maintenance & Imp. | 2481 | 2420 | 61 | 0 | 2420 | 61 | |
| E14 Cleaning & Caretaking | 88724 | 76264 | 12440 | 12440 | 88724 | 0 | |
| E15 Water & Sewerage | 8000 | 3693 | 4307 | 4307 | 8000 | 0 | |
| E16 Energy | 22500 | 10368 | 11532 | 11532 | 22500 | 0 | |
| E17 Rates | 22705 | 15895 | 6811 | 6811 | 22706 | -1 | |
| E18 Other Occupation Costs | 4369 | 5300 | -331 | 0 | 5300 | -331 | |
| E19 Learning Resources | 52200 | 32560 | 19640 | 19640 | 52200 | 0 | |
| E20 ICT Learning Resources | 17305 | 11681 | 5624 | 5624 | 17305 | 0 | |
| E21 Exam Fees | 0 | 0 | 0 | 0 | 0 | 0 | |
| E22 Administrative Supplies | 34510 | 12738 | 21772 | 15219 | 27957 | 6553 | 6 |
| E23 Other Insurance Premiums | 14368 | 0 | 14368 | 14368 | 14368 | 0 | |
| E24 Special Facilities | 0 | 0 | 0 | 0 | 0 | 0 | |
| E25 Catering Supplies | 126150 | 47333 | 78817 | 78882 | 126215 | -65 | |
| E26 Agency Supply Staff | 34768 | 25882 | 8886 | 8886 | 34768 | 0 | |
| E27 Bought in Services - Curr. | 56085 | 39576 | 16509 | 19264 | 58840 | -2755 | 7 |
| E28 Bought in Services - Other | 12339 | 11698 | 641 | 634 | 12332 | 7 | |
| E29 Loan Payments & Interest | 0 | 0 | 0 | 0 | 0 | 0 | |
| Total Revenue Expenditure | 2611045 | 1462097 | 1148948 | 1119826 | 2581924 | 29121 | |
| I07 Other Grants Received | -266043 | -122023 | -144020 | -144019 | -266042 | -1 | |
| I08 Facilities & Services Income | -10200 | -5679 | -4521 | -6005 | -11684 | 1484 | |
| I09 Catering Income | -29750 | -17510 | -12240 | -12254 | -29764 | 14 | |
| I10 Supply Teacher Ins. Receipts | -16668 | -22890 | 6222 | 0 | -22890 | 6222 | |
| I11 Other Insurance Receipts | 0 | 0 | 0 | 0 | 0 | 0 | |
| I12 Contributions to Visits | -7736 | 0 | -7736 | -7736 | -7736 | 0 | |
| I13 Donations and Private Funds | 0 | 0 | 0 | 0 | 0 | 0 | |
| Total Revenue Income | -330397 | -168102 | -162295 | -170014 | -338116 | 7719 | |
| Reserves | 53,138 | | | | | 53,138 | |
| Revenue Surplus/-Deficit | 888888 | | | | | 89,978 | |

Management Accounts / Forecasts

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Expenditure Analysis



Presenting



Prepare
notes

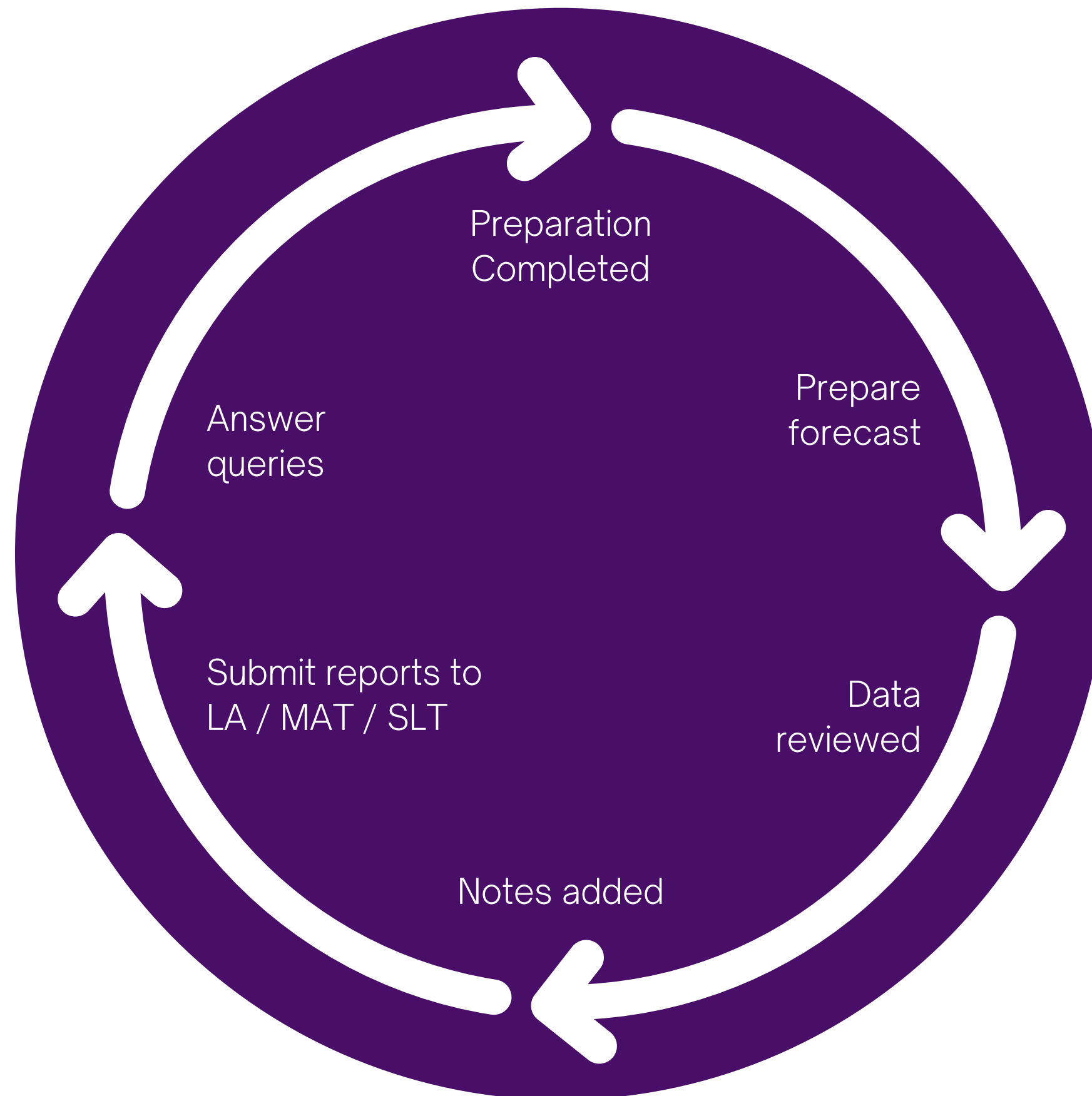


Share data



Questions

Submission



Tips

Prepare



Reconcile
payroll reports
to budget
software



Check
orders



Reconcile
accounts



Forecast of
Staffing using
Budget
software



Explanatory
notes

Questions

- Any questions?



Upcoming Events



Workshops
available



Check our
website for
information



Contact

Vicky Butters

Telephone: 0115 975 2400

Email: v.butters@saafeducation.org

Website: saafeducation.org
Telephone: 0115 975 2400
Email: info@saafeducation.org

Thank you for your time!

Don't hesitate to contact
us if you have any
questions

