

# Schools**BPS**

**User Manual**

**Version 8.2**

**Next year**



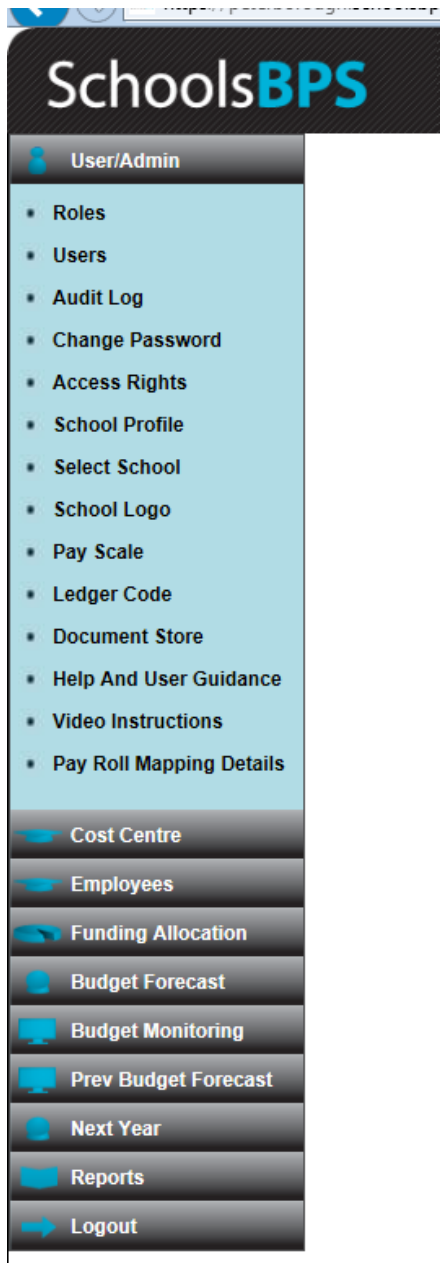
**Orovia Software**

## Table of Contents

Working in "Next year" .....	3
Rates .....	4
De – delegations .....	4
Living Wage .....	4
TLR.....	4
Teachers on M6 .....	4
Balances .....	4

## Working in “Next year”

Next year has now been made operational in BPS.



Schools Finance has uploaded the schools “next year” Budget Scenario.

Changes since last year – Pupil Premium and DFC have been removed from Funding and will need to be added on Other Income and Expenditure.

Schools Finance has copied the most current Staffing Scenario and Other Income and Expenditure from 2015-16 and included it in the Budget Forecast along with the 2016-17 Funding Scenario to create a 2016-17 Budget Forecast.

## Rates

On Other Income and Expenditure – in E17, 31701 – the updated Rates figure – **matching the published budgets** – should be updated.

## De – delegations

On Other Income and Expenditure – in E09, 30904, E10, 31002 and E27, 32707 – the updated de-delegated sums – matching the published budgets – should be updated.

## Living Wage

Schools will need to determine an allowance for staff who will be receiving the living wage and allocate a figure on Allowances on employees.

## TLR

Once the previous year is closed and the “next year” moves to current year, schools will be able to re-determine TLR rates to match school pay decisions.

## Teachers on M6

Schools should run a FTE Summary Report and check which members of the Teaching staff are on M6 in the April Term. To be prudent – and allow for possible increments from September – create a new job role on the Upper Qualified scale - start date 01/09/201x. Give an end date of 31/08/201x to the Qualified role.

## Balances

On Other Income and Expenditure – on the Balances tabs – enter the anticipated b/forward figures. These will need to be updated to match actual closedown figures in April- once the previous year’s accounts have been closed.