



## FMS Training Guide

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<b>Title</b>		<b>Script Reference</b>	
How to complete Outturn Report for Schools not using the NCC Web-based budget planner		FMS –CEA	
<b>Description &amp; Objectives</b>			
To complete outturn template, you will need to run Cumulative Expense Analysis report from FMS and then follow the steps in this guidance.			
<b>Script</b>	<b>Name</b>	<b>Date</b>	<b>Comments</b>
Created By	Schools Finance	09-09-2014	
Modified By	Schools Finance	14-11-2014	
Modified By	Schools Finance	02-10-2015	
Modified By	Schools Finance	29-07-2016	

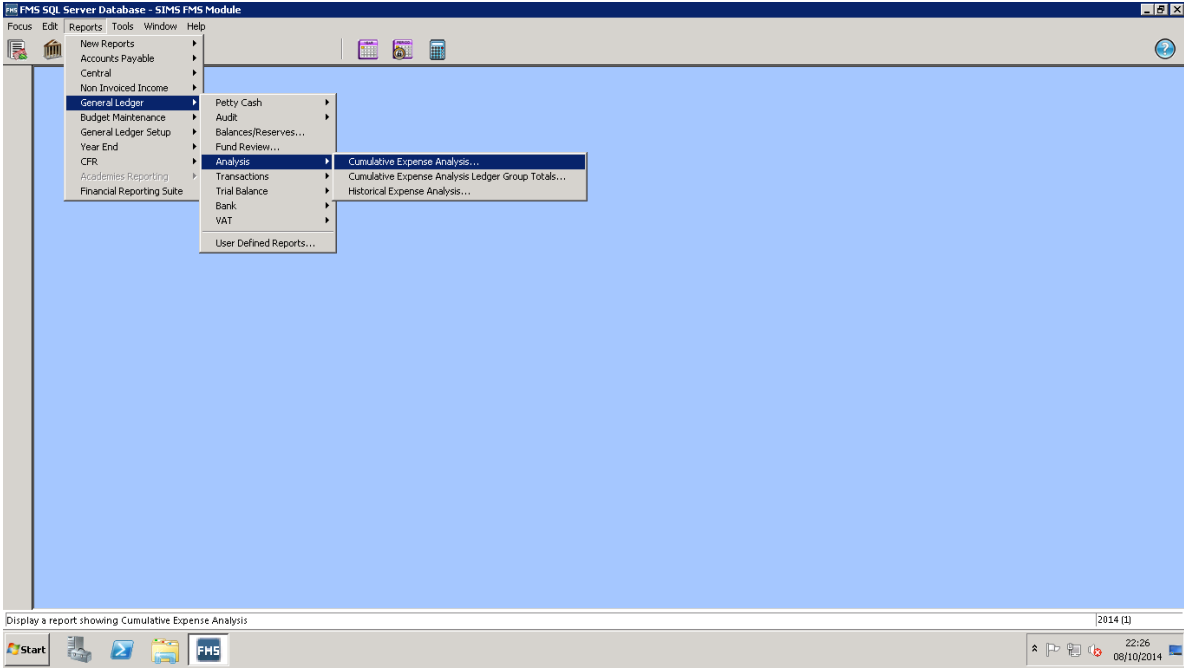
<b>Prerequisite training</b>	<b>Ref</b>
N/A	

<b>FMS Navigation</b>
Reports \ General Ledger \ Analysis \ Cumulative Expense Analysis



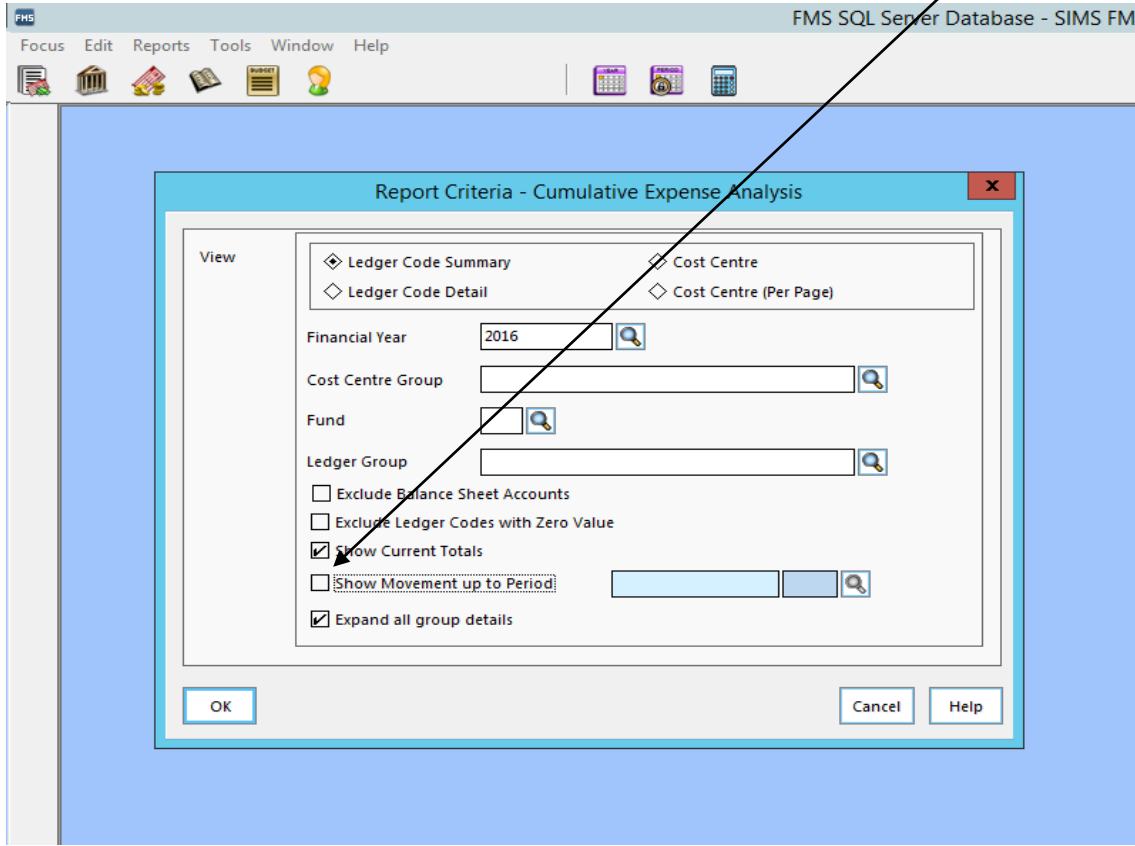
## FMS Training Guide

### Script Instructions

Step	Activity
1	<p>In FMS,</p> <p>Reports \ General Ledger \ Analysis \ Cumulative Expense Analysis</p> 



## FMS Training Guide

Step	Activity
2	<p>Select Ledger Code Summary and the correct financial year and untick 'Show movement up to period'</p> <p>Then click 'OK'</p> 



### FMS Training Guide

## Step Activity

3 The following report will appear. Click on the 'xls' icon

**Cumulative Expense Analysis - Ledger Code Summary**

**Selection :**  
 Financial Year - 2016  
 Cost Centre Group - All  
 Fund - All  
 Show Current Totals - Yes  
 Ledger - All  
 Show movement up to given period - NA  
 Exclude Ledger Codes With Zero Value - No  
 Exclude Balance Sheet Accounts - No  
 User : SYS  
 Establishment : The Farnborough Academy

Ledger Code	Ledger Description	Total Allocated	Commitment	Cent. Inv'd	Actual	Remaining
<b>Ledger Codes Linked to Cost Centres</b>						
<b>Current Totals</b>						
<b>Ledger Group: CE02 New Construction</b>						
2007-03	Devolved Capital Building Work	0.00	0.00	0.00	0.00	0.00
2008-03	Other Capital Expenditure	0.00	0.00	0.00	0.00	0.00
<b>Ledger Group Totals :</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Ledger Group: CE04 New ICT Equipment</b>						
4375-03	IT Capital Equipment Hardware	0.00	0.00	0.00	0.00	0.00

This dialogue box will allow you to save this as an excel file in your relevant folder.

**Save As**

File name: CEA for P7 Outturn  
 Save as type: Excel (\*.xls)

Name	Size	Item type	Date modified
Cumulative Expense Analysis - Ledger Code Summary.xls	42 KB	XLS File	29/07/2016 09:27
Public Desktop	2 KB	Shortcut	19/07/2016 11:31
Network			
Libraries			
This PC			
Dermot Jenkins		File folder	03/12/2015 15:21

						Remaining
						0.00
						0.00
						0.00

**Ledger Group: CE04 New ICT Equipment**  
 4375-03 IT Capital Equipment Hardware 0.00 0.00 0.00 0.00 0.00



# FMS Training Guide

## Step Activity

4 The Outturn template needs to be downloaded from

<http://www.nottinghamschools.org.uk/index.aspx?articleid=6609>

You will see five tabs on the outturn template below.

Guidance tab - this shows you the steps to complete the outturn template.

Data tab – this is where you paste the Cumulative Expense Analysis report.

Forecast tab - is for you to input forecast expenditure and income, notes in blue column and 'Notes' section at the bottom of the page.

You can use either 'CFR print' tab or 'To print' tab to present your outturn position.

CFR print tab summarises your outturn in CFR category.

To print tab summarises CFR categories further.

1 Version 2 (Sept 2016)

2 Steps

3 1\* Download Cumulative Expense Analysis from FMS\*

4 2 Open the saved file then copy and paste Cumulative Expense Analysis report to tab "Data"

5 3 Go to tab "Forecast", select school name, year, period, and input into forecast spend and notes in Blue sections (please note income should be a minus figure)

6 Any notes made against the CFR total line will feed through to the 'CFR Print' tab.

7 4 Go to tab "CFR Print" for the summary of outturn report (notes in 'Forecast' tab will be fed through automatically.)

8 5 Alternatively, go to tab "To Print" notes will feed through from the forecast tab. All you need to enter are the no.s of the notes that refer to each area in column I.

9

10 \*Step 1. In FMS, select Reports \ General Ledger \ Analysis \ Cumulative Expense Analysis.

11 Remove the tick from 'Show Movement up to Period' then click 'OK'

12 When the report is produced click on the 'xls' icon and save. (Now follow from step 2 onwards)

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**FMS Training Guide**

Step	Activity
5	Now you can copy and paste Cumulative Expense Analysis report to the 'Data' Tab of the outturn template.

A	B	C	D	E	F	G	H
1	Cumulative Expense Analysis - Ledger Code Summary						
2	Selection :						
3	Financial Year - 2016						
4	Cost Centre Group - All						
5	Fund - All						
6	Show Current Totals - Yes						
7	Ledger - All						
8	Exclude Ledger Codes With Zero Value - No						
9	Exclude Balance Sheet Accounts - No						
10	Show movement up to given period - NA						
11	User : SYS						
12	Establishment : xxxxxxxxxxx Primary School						
13							
14							
15							
16	<u>LedgerCode</u>	<u>LedgerDescription</u>	<u>Total Allocated</u>	<u>Commitment</u>	<u>Cent. Inv/d</u>	<u>Actual</u>	<u>Remaining</u>
17	Ledger Codes Linked to Cost Centres						
18	Current Totals						
19	<b>Ledger Group: CE02 New Construction</b>						
20	2007-03	Devolved Capital Building Works	0	0	0	0	0
21	2008-03	Other Capital Expenditure	0	0	0.00	0	0.00
22	Ledger Group Totals :		0	0	0.00	0	0.00
23							
24							
25	<b>Ledger Group: CE04 New ICT Equipment</b>						
26	4375-03	IT Capital Equipment Hardware	0	0	0.00	0	0.00
27	Ledger Group Totals :		0	0	0.00	0	0.00
28							
29							
30	<b>Ledger Group: CI01 Capital Income</b>						
31	8591-03	Other Capital Grant Income	0	0	0.00	0	0.00
32	Ledger Group Totals :		0	0	0.00	0	0.00
33							
34							
35	<b>Ledger Group: E01 Teaching Staff</b>						
36	0050-01	Teaching Staff Basic Pay	56833	0	0.00	25851.1	30,981.90
37	0051-01	Teaching Staff NI	5977	0	0.00	2634.58	3,342.42
38	0052-01	Teaching Staff Superannuation	9366	0	0.00	4260.28	5,105.72
39	0053-01	Teaching Staff Overtime	0	0	0.00	0	0.00
40	Ledger Group Totals :		72176	0	0.00	32745.96	39,430.04



**FMS Training Guide**

Step	Activity
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**6** Data will feed through to 'Forecast' tab automatically, you need select the school name, year and period and then input data to 'Forecast further spend' column in blue and also notes column on the right hand side or at the bottom of the sheet.

For pay elements, you can use your budget planner to help you forecast further staffing costs.

We have also provided a SupN deficit calculator to help you forecast support staff's superannuation costs, please look at Schools Finance extranet, Finance forms section for details or click on the link on page 5.

For non-pay elements, you will need to make estimates based on assumptions and known information.

Please note: Income should be recorded as minus figures.

**You will also need to input Revenue reserves (in red cell) and Capital reserves (in red cell) from FMS.**

	A	B	C	D	E	F	G	H	I	J
1		School		<b>Outturn Report</b>						
2		Year	2016-17							
3		Period								
4										
5					Total Spend & Commitments to Date	Budget Remaining	Forecast further spend	Forecast spend full year	Year-End Variance	Note
6		<b>Revenue</b>		Annual Budget						
7		0050-01	Teaching Staff Basic Pay	56,833	25,851	30,982	25,000	50,851	5,982	
8		0051-01	Teaching Staff NI	5,977	2,635	3,342	2,800	5,435	542	
9		0052-01	Teaching Staff Superannuation	9,366	4,260	5,106	4,800	9,060	306	
10		0053-01	Teaching Staff Overtime	0	0	0	0	0	0	
11		0057-01	Teaching Staff Allowances (First Aid)	0	0	0	0	0	0	
12		005A-01	SEN Allowance	0	0	0	0	0	0	
13		005F-01	Pay Protection Teaching Staff	0	0	0	0	0	0	
14		005J-01	Honorary Teaching Staff	0	0	0	0	0	0	
15		005K-01	Redundancy Teaching Staff	0	0	0	0	0	0	
16		<b>E01 Teaching Staff</b>		<b>72,176</b>	<b>32,746</b>	<b>39,430</b>	<b>32,600</b>	<b>65,346</b>	<b>6,830</b>	1. Underspend due to a staff leaving in dec not replaced - supply cost impact
17		0060-01	Supply Teachers Basic Pay	0	0	0	0	0	0	
18		0061-01	Supply Teachers NI	0	0	0	0	0	0	
19		0062-01	Supply Teachers Superannuation	0	0	0	0	0	0	
20		006A-01	Supply Teachers Allowances	0	0	0	0	0	0	
21		006F-01	Pay Protection Supply Teachers	0	0	0	0	0	0	
22		0067-01	Supply Teachers Staff Incentive	0	0	0	0	0	0	
23		<b>E02 Supply Staff</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
24		0070-01	Education Suppt Staff Basic Pay	35,242	20,912	14,330	16,450	37,362	-2,120	
25		0071-01	Education Support Staff NI	2,531	1,551	980	1,210	2,761	-230	
26		0072-01	Education Support Staff Superan	6,696	2,673	4,023	4,400	7,073	-377	
27		0073-01	Education Support Staff Overtime	0	0	0	0	0	0	
28		0077-01	Education Support Staff Incentive	0	469	-469	0	469	-469	
29		007A-01	Education Support Staged Allowances	0	0	0	0	0	0	
30		007F-01	Pay Protection Education Support Staff	0	0	0	0	0	0	
31		007J-01	Honorary Education Support Staff	0	0	0	0	0	0	
32		007K-01	Redundancy Education Support Staff	0	0	0	0	0	0	
33		<b>E03 Education Support Staff</b>		<b>44,469</b>	<b>25,604</b>	<b>18,865</b>	<b>22,060</b>	<b>47,664</b>	<b>-3,195</b>	2. overspend due to increase of a.nother hours to cover xxxx
34		0030-01	Premises Related Staff Basic Pay	0	0	0	0	0	0	
35		0031-01	Premises Related Staff NI	0	0	0	0	0	0	
36		0032-01	Premises Related Staff Superan	0	0	0	0	0	0	
37		0033-01	Premises Related Staff Overtime	0	0	0	0	0	0	
38		0037-01	Premises Related Staff Incentive	0	0	0	0	0	0	
39		003A-01	Premises Related Staged Allowances	0	0	0	0	0	0	
40		003F-01	Pay Protection Premises Staff	0	0	0	0	0	0	
41		003J-01	Honorary Premises Staff	0	0	0	0	0	0	
42		003K-01	Redundancy Premises Staff	0	0	0	0	0	0	
43		<b>E04 Premises Staff</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



**FMS Training Guide**

Step	Activity
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**7** Once you have completed the 'Forecast' Tab, data will be automatically updated on 'CFR print' and 'To print' tabs (you don't need to input any data on these tabs). The 'CFR print' page summarises all information in CFR format and will tell you whether you are in surplus or in deficit. If you have made comments on the 'Forecast Tab' next to the **bold CFR category totals**, these will be fed through to this page. Also any notes you complete at the bottom of the 'Forecast tab' will feed through to the 'CFR print' and 'To print' tabs. You don't need to complete 'To Print' tab if you prefer this output of outturn report. You can email this completed outturn to [schools.finance@nottinghamcity.gov.uk](mailto:schools.finance@nottinghamcity.gov.uk).

Outturn Summary Report							Nottingham City Council	
1	School							
2	Year 2016-17							
3	Period							
4		Annual Budget	Total Spend & commitments to Date	Budget Remaining	Forecast further spend	Forecast spend for full year	Year-End Variance	
5	<b>Revenue</b>							
6	E01 Teaching Staff	72,176	32,746	39,430	32,600	65,346	6,830	
12	E02 Supply Staff	0	0	0	0	0	0	
18	E03 Education Support Staff	44,469	25,604	18,865	22,060	47,664	-3,195	
23	E04 Premises Staff	0	0	0	0	0	0	
30	E05 Administrative Staff	10,713	6,074	4,639	4,639	10,713	0	
37	E06 Catering Staff	0	0	0	0	0	0	
44	E07 Other Staff	1,311	751	560	630	1,381	-70	
57	E08 Indirect Employee Expenses	0	0	0	0	0	0	
63	E09 Development & Training	200	0	200	200	200	0	
65	E10 Supply Teacher Insurance	0	0	0	0	0	0	
67	E11 Staff Related Insurance	0	0	0	0	0	0	
68	E12 Building Maintenance & Imp.	305	120	185	135	255	50	
75	E13 Grounds Maintenance & Imp.	167	-500	667	500	0	167	
77	E14 Cleaning & Caretaking	3,260	-8,821	12,081	9,621	800	2,460	
82	E15 Water & Sewerage	400	314	86	86	400	0	
84	E16 Energy	1,188	479	709	708	1,187	1	
90	E17 Rates	1,113	0	1,113	1,113	1,113	0	
92	E18 Other Occupation Costs	495	560	-65	370	920	-425	
98	E19 Learning Resources	1,070	1,150	-80	1,260	2,410	-1,340	
116	E20 ICT Learning Resources	0	0	0	0	0	0	
118	E21 Exam Fees	100	80	20	0	80	20	
120	E22 Administrative Supplies	2,910	533	2,377	419	952	1,958	
137	E23 Other Insurance Premiums	414	0	414	414	414	0	
139	E24 Special Facilities	300	150	150	100	250	50	
142	E25 Catering Supplies	0	0	0	0	0	0	
145	E26 Agency Supply Staff	4,500	0	4,500	4,000	4,000	500	
148	E27 Bought in Services - Curr.	1,000	0	1,000	750	750	250	
156	E28 Bought in Services - Other	4,516	9,706	-5,190	4,234	13,940	-9,424	
162	E29 Loan Payments & Interest	0	0	0	0	0	0	
165	<b>Total Revenue Expenditure</b>	<b>150,607</b>	<b>68,946</b>	<b>81,661</b>	<b>83,839</b>	<b>152,785</b>	<b>-2,178</b>	
168		0	0	0	0	0	0	
169	06 Other Government Grants	0	0	0	0	0	0	
170	07 Other Grants Received	-7,500	-6,240	-1,260	-1,260	-7,500	0	
173	08 Facilities & Services Income	-38,629	-9,745	-28,884	-28,720	-36,465	-2,164	
189	09 Catering Income	0	0	0	0	0	0	
191	10 Supply Teacher Ins. Receipts	0	0	0	0	0	0	
193	11 Other Insurance Receipts	0	0	0	0	0	0	
195	12 Contributions to Visits	0	0	0	0	0	0	
197	13 Donations and Private Funds	0	0	0	0	0	0	
200	15 Pup Focus Ext. Sch. Funding	0	0	0	0	0	0	
202	16 Com Focus Ext. Sch. Funding	0	0	0	0	0	0	
204	17 Com Focus Ext. Sch. Facilit.	0	0	0	0	0	0	
206	18 Additional Grant for Schools	0	0	0	0	0	0	

Notes - (any notes made in the 'Forecast' tab on the CFR category row will populate into this section i.e an entry made on E01 Teaching staff cell J16 will show on this sheet in cell J16)

1. Underspend due to a staff leaving in dec not replaced - supply cost impact

2. overspend due to increase of a, nother hours to cover xxxxx





**FMS Training Guide**

Step	Activity
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**8** As previous mentioned, once you complete the 'Forecast' Tab, data will be automatically updated on 'To print' tab (you don't need to input any data on 'To print' tab). This page summarises all information in one page and will tell you whether you are in surplus or in deficit, **you will need to make comments for significant variance by numbering the comment in Note column that references the 'Notes' box at the bottom of the form.** Then you can email this completed outturn to [schools.finance@nottinghamcity.gov.uk](mailto:schools.finance@nottinghamcity.gov.uk) .

A	B	C	D	E	F	G	H	I	
1	<b>Outturn report as at period</b>			<b>Year: 2016-17</b>					
2		£. Annual Budget	£. Total Spend YTD	£. Budget Remaining		£. Forecast spend for full year	£. Year-end variance	applicable no.s referred to in notes below)	
3	<b>Staff Costs</b>								
4	Teaching Staff (E1)	72,176	32,746	39,430	32,600	65,346	6,830		
5	Supply Teaching Staff (E2,E26)	4,500	0	4,500	4,000	4,000	500		
6	Non Teaching Staff (E3-E7)	56,493	32,429	24,064	27,329	59,758	-3,265		
7	Indirect Employee Expenses (E8-E11)	200	0	200	200	200	0		
8	Supply Teacher Ins. Receipts (I10)	0	0	0	0	0	0		
9	<b>Sub-Total Staff Costs</b>	<b>133,369</b>	<b>65,175</b>	<b>68,194</b>	<b>64,129</b>	<b>129,304</b>	<b>4,065</b>		
10	<b>Premises Costs</b>								
11	Building Maintenance & Imp. (E12)	305	120	185	135	255	50		
12	Grounds Maintenance & Imp. (E13)	167	-500	667	500	0	167		
13	Cleaning & Caretaking (E14)	3,260	-8,821	12,081	9,621	800	2,460		
14	Energy (E16)	1,188	479	709	708	1,187	1		
15	Other Premises Costs (E15,E17-E18, E23)	2,422	874	1,548	1,983	2,857	-435		
16	<b>Sub-Total Premises Costs</b>	<b>7,342</b>	<b>-7,848</b>	<b>15,190</b>	<b>12,947</b>	<b>5,099</b>	<b>2,243</b>		
17	<b>Supplies &amp; Services</b>								
18	Learning Resources (E19, E20-E22)	4,080	1,763	2,317	1,679	3,442	638		
19	Other Supplies & Services (E24,E25)	300	150	150	100	250	50		
20	<b>Sub-Total Supplies &amp; Services</b>	<b>4,380</b>	<b>1,913</b>	<b>2,467</b>	<b>1,779</b>	<b>3,692</b>	<b>688</b>		
21	<b>Other Expenses</b>								
22	Bought in Services (E27, E28)	5,516	9,706	-4,190	4,984	14,690	-9,174		
23	Financing Costs (E29)	0	0	0	0	0	0		
24	<b>Sub-Total Other Expenses</b>	<b>5,516</b>	<b>9,706</b>	<b>-4,190</b>	<b>4,984</b>	<b>14,690</b>	<b>-9,174</b>		
25	<b>Total Revenue Expenditure</b>	<b>150,607</b>	<b>68,946</b>	<b>81,661</b>	<b>83,839</b>	<b>152,785</b>	<b>-2,178</b>		
26	<b>Income</b>								
27	Grants (I06, I07)	-7,500	-6,240	-1,260	-1,260	-7,500	0		
28	Other Income (I08, I09, I11-I13)	-38,629	-9,745	-28,884	-26,720	-36,465	-2,164		
29	Extended Schools Income (I15, I17-I18)	0	0	0	0	0	0		
30	<b>Total Revenue Income</b>	<b>-46,129</b>	<b>-15,985</b>	<b>-30,144</b>	<b>-27,980</b>	<b>-43,965</b>	<b>-2,164</b>		
31	Revenue Reserves	42,000					42,000		
32	<b>Total Revenue Funding</b>	<b>146,478</b>					<b>Revenue Surplus/-Defic 37,658</b>		
33									
34	Capital Expenditure (CE02, CE04)	0	0	0	0	0	0		
35	<b>Total Capital Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
36	Capital Income (CE01)	0	0	0	0	0	0		
37	<b>Total Capital Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
38	Capital Reserves	0					0		
39	<b>Total Capital Funding</b>	<b>0</b>					<b>Capital Surplus/-Deficit 0</b>		
40									
41							<b>Total Surplus/-Deficit 37,658</b>		
42									
43	<b>NOTES: (these will populate from the 'Forecast' Tab)</b>								
44	1	Underspend due to a staff leaving in dec not replaced - supply cost impact. Incorporates expected 1% increase to salaries from september							
45	2	overspend due to increase of a.nother hours to cover xxxx. Also includes pension deficit charge							
46									
47									
48									
49									



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**Nottingham City Council**

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