
Financial Management Standard in Schools

Governor Briefings

The Standard and Toolkit

- ◆ **Developed by the DCSF and the Institute of Public Finance (IPF)**
 - **1st Release April 2004**
 - **Updated Annually**
 - **Legal Requirement**
- ◆ **A self-evaluation tool for schools to identify their own current strengths and weaknesses and prioritise action for improvement**
- ◆ **Guidance on existing sources of information and advice on good practice in financial management**
- ◆ **Available to all schools**
 - **Website – <http://www.fmsis.info/>**
- ◆ **Annual Return by Local Authority (LA)**

Objectives of FMSIS

- ◆ **A clear and consistent standard for financial management**
- ◆ **A simple statement of what a school that is managed well financially would look like**
- ◆ **Not intended to supersede existing audit arrangements**
- ◆ **It does not raise the bar of financial management**

Process and Timetable

- ◆ **Secondary schools were expected to meet the Standard by 31st March 2007**

- ◆ **DCSF Consultation October 2006 – phased implementation for all primary, middle and special schools:**
 - **40% by 31st March 2008 (175 schools)**
 - **40% by 31st March 2009 (175 schools)**
 - **20% by 31st March 2010 (88 schools)**

- ◆ **Phasing was determined locally based on date of next audit as agreed through Schools Forum**

- ◆ **Light Touch Approach**

- ◆ **Internal Audit assessment, with re-assessment every 3 years**

Self Assessment Tool

- ◆ Shows the evidence that governors and senior managers in schools should expect to see to confirm compliance
- ◆ Recognises that those undertaking the assessment will know from their own direct experience whether a number of the required components are in place.
- ◆ Completed by Head, Bursar, Finance Committee
- ◆ Eventually agreed by all governors
- ◆ Intended to be done on-line

The Financial Management Standard in Schools

Five key areas to The Standard:

- Leadership and Governance
 - People Management
 - Policy and Strategy
 - Partnerships and Resources
 - Processes
-
- 18 Standards
 - 102 Assessment Criteria

Self Assessment

- ◆ For each area of the Standard
 - “Exist / Does not exist”
 - Comments as to why
 - Action plan (where necessary)
 - Evidence file / Reference to minutes

Logging on to the Standard

- ◆ <http://www.fmsis.info/>
- ◆ Select whether first time or previously logged on
- ◆ Enter a valid e-mail address
- ◆ Enter your LA Number:
- ◆ Enter your Establishment Number:
- ◆ Enter your pincode (if previously logged on to the Standard)

Teachernet Website

www.teachernet.gov.uk

teachernet 

- ▶ Home
- ▶ Teaching & learning
- ▶ Whole-school issues
- ▶ Management
- ▶ School funding
- ▶ Financial management in schools
- ▶ Professional development
- ▶ Research
- ▶ Education overview
- ▶ Useful sites

- ▶ Community
- ▶ Video channel
- ▶ Popular questions
- ▶ Contact us
- ▶ Using the site
- ▶ Events calendar

 [Text too small?](#)

 celebrating success in schools

[listen to this page](#) 

Financial Management in Schools

Log on to the [Schools Financial Benchmarking tool](#)

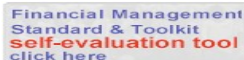
This area of TeacherNet enables you to prepare charts that compare your school's income and expenditure profile with that of similar schools.



Full guidance on using the Schools Financial Benchmarking tool can be obtained by clicking the 'Help' link at the top of the benchmarking home page and also by referring to the [Schools Finance Pack](#) (available on the [Value for Money website](#)).

Access the [Financial Management Standard & Toolkit](#)

This website contains a self-assessment tool designed to enable schools to evaluate their own performance against a nationally recognised statement of good practice as well as identify areas for development.



NEW See the [FMSIS guidance](#) (external assessment)

For each element of the Standard, this tool shows the evidence that governors and senior managers in schools should expect to see to confirm compliance with the Standard.

Supporting Schools Financial Management (SSFM)



A good-practice site, with information and advice for LAs on how to provide effective strategic and financial management support to schools. School Finance Officers and registered users click [here](#) to go straight to the SSFM Toolkit.

Other useful sites

The [Centre for Procurement Performance](#) (CPP) is a new unit set up by the Department to promote better procurement across the education, skills, children and families system. The CPP website has information on the role of the unit and its key objectives and principles.

You can access the [Audit Commission](#) site for a range of information on school finances. There are also self-evaluation tools on this site, which allow schools to test their financial management arrangements against standards set jointly by Ofsted and the Audit Commission. Candidates registered for the National Professional Qualification for Headship can set up a dummy school so that they can explore the principles of good resource management.

There is a DCSF [Value for Money](#) website on how to get the most economic, efficient and effective services. It contains useful information on school expenditure, good practice guides for head teachers on different aspects of school management and value-added performance data.

Background information on [School Accounts](#) and the role of the [Audit Commission](#) in school accounting is outlined in the [A to Z of School Leadership](#).

Recently visited


[Home](#) > [Financial management in schools](#)

Search 

Keep up to date...  Schools email [subscribe now!](#)

- Most popular... 
- ▶ School Profile
 - ▶ EduBase Schools Interface Login
 - ▶ Case studies
 - ▶ Financial benchmarking
 - ▶ Teachers' pay
 - ▶ 14-19
 - ▶ School funding
 - ▶ SEN
 - ▶ Assemblies
 - ▶ School in Focus

LEA websites

Choose LEA 

Click on the appropriate link to go to the website of your chosen LEA.

Your space to have your say!

Registration 

Login name (email):

Password:

- ▶ Membership benefits
- ▶ Forgotten your password?
- ▶ Register



Financial Management Standard in Schools – Home Page

department for
children, schools and families



Contact us

Financial Management Standard in Schools

[Back to Homepage](#)

Below are the links to the main sections of the Toolkit including guidance for first-time users, a summary of the standard and the evaluation tools.

[▶ Access self-assessment tool \(Schools\)](#)

[▶ Access completed assessments \(Local Authorities\)](#)

[▶ Toolkit index](#)

[▶ View guidance documents and help](#)

[▶ Useful links](#)

Summary of updates:

- To reflect feedback and the creation of the DCSF there were some cosmetic changes to the front page of the website in October 2007.
- The last **UPDATE** to the toolkit was in **April 2007**;
- The next planned update is April 2008;
- The Standard itself did not change;
- The contents were updated as part of an annual review of contents. This produced new resources and amendments to existing resources.
- [Summary of Amendments and Updates](#)

Financial Management Standard in Schools – Assessment tool page

department for
children, schools and families



Contact us

Financial Management Standard in Schools

[Back to Homepage](#)

Assessment Tool

Welcome to the new assessment tool login page.

This assessment tool is a key element of the Standard and is designed to enable schools to benchmark their own performance against a nationally recognised statement of good practices as well as identify areas for development.

For each element of the Standard, this assessment tool shows the evidence that governors and senior managers in schools should expect to see to confirm compliance with the Standard. It recognises that those undertaking the assessment will know from their own direct experience whether a number of the required components are in place.

The assessment will normally be completed by a senior manager, but could also be completed by other staff and/or governors (separately at first, but ultimately together) so a group consensus view can be arrived at later.

- [Continue with a pre-saved assessment](#)
- [Begin a new assessment - for first time users](#)
- [I have lost my pin code](#)
- *****I would like to retrieve pre-save assessments prior to [30th April 2007](#)*****

Financial Management Standard in Schools – Login Page

department for
children, schools and families



Contact us

Financial Management Standard in Schools

[Back to Homepage](#)

Assessment Tool

BEGIN A NEW ASSESSMENT - FOR FIRST TIME USERS

(*) mandatory

* Email:

* LA Number (3 digits):

* Establishment Number (4 digits):

[Click here to begin a new Assessment](#)

Financial Management Standard in Schools – Background Page

Financial Management Standard in Schools

[Back to Homepage](#)

Background Details

Name of the School	Botwell House RC Primary School
Address (line one)	Botwell Lane
Address (line two)	Hayes
Post Code	UB3 2AB
Type of School	Voluntary Aided
Number of pupils	595
Head Teacher	Mr J P Reilly
Bursar/Finance Officer	Mrs P Ghei
Chair of Governors	Mr G Semple
Chair of Finance Committee	Mr G Semple
Financial arrangements (cheque book etc)	Cheque Book
Financial System	SIMS
Date of last internal audit report	03/05/2007
Date of last Ofsted report	07/06/2007
Date of previous Financial Management Standard Assessment	29/11/2007
Who was involved in completing the assessment	WVS, MM, GG, LJ, Finance Committee Membe
Date of the meeting(s) at which the assessments was approved by the Governors	30/11/2007

Supporting Information

Information regarding a School that is relevant to the assessment can be inserted in the box below. This opportunity to add supporting information is to avoid schools repeating relevant background information within a number of the comments fields. Schools should avoid adding lengthy or non-relevant information. Information added should be cross referenced to the relevant section & criteria of the Assessment Tool.

Supporting Information: Hoath Primary School, as of September 2007, is part of the Federation of Chislet Church of England and Hoath Primary Schools and as such has one Governing Body for both schools.	Reference: BM0607
--	----------------------

[Continue](#)

Financial Management Standard in Schools – On-line Assessment

Financial Management Standard in Schools

Friar Tuck Primary ()

Section 1

Section 2

Section 3

Section 4

Section 5

1.1 1.2 1.3 1.4 1.5

Background details

Forward >>

Save

Click here to attach file

SECTION 1 - LEADERSHIP AND GOVERNANCE

[how to get there](#)

1.1 The staff and governors have a shared understanding of their own financial management roles, responsibilities and accountabilities, and those of others

	Assessment Criteria	Exist	Does not exist	Possible evidence	School comments
A	There is a written statement of roles and responsibilities and it is clear, with no gaps or overlaps in responsibilities.	<input type="radio"/>	<input checked="" type="radio"/>	Evidence (A)	
B	The allocation of responsibilities to the finance committee, head teacher and bursar are reasonable given their roles.	<input type="radio"/>	<input checked="" type="radio"/>	Evidence (B)	
C	The Governing body has approved the scheme of delegation covering the head teacher, bursar (or	<input type="radio"/>	<input checked="" type="radio"/>	Evidence (C)	
D	The head teacher and governors can demonstrate an understanding and application of their responsibilities and the scheme of delegation.	<input type="radio"/>	<input checked="" type="radio"/>		
E	Responsibilities are brought to the attention of new governors.	<input type="radio"/>	<input checked="" type="radio"/>	Evidence (E)	
F	Appropriate information concerning developments within the financial environment in which the School operates is provided to Governors in a timely manner.	<input type="radio"/>	<input checked="" type="radio"/>	Evidence (F)	

Background details

Forward >>

Save

Click here to attach file

Financial Management Standard in Schools – Guidance

http://www.fmsis.info - DfES Financial Management Standard and Self Assessment Tool Guide - Microsoft Internet Explorer

Close Window

Guide to the Self-Assessment Tool

Standard	If you need more help
1.1 The staff and governors have a shared understanding of their own financial management roles, responsibilities and accountabilities, and those of others	<ul style="list-style-type: none">• S1.1: Role of the Head Teacher• S1.3: Role of the Bursar• S1.2: Role of the Governing Body and its Committees

Internet

Summary of Internal Audit Findings

Leadership and Governance

- ◆ **Schedule of Delegation (67%)**
- ◆ **Terms Of Reference (29%)**
- ◆ **Financial Updates (38%)**
- ◆ **Minutes and Supporting records (42%)**
- ◆ **Timing of meetings**
- ◆ **Decisions clearly minuted**
- ◆ **Budget Setting (25%)**
- ◆ **Statement of Internal Control (50%)**
- ◆ **Register of Interests (42 % + 46%)**
- ◆ **Whistle blowing (29%)**
- ◆ **Governor Induction (42%)**

Summary of Internal Audit Findings

People Management

- ◆ Governor Competencies Matrices
- ◆ Financial training
- ◆ Staffing Review

Summary of Internal Audit Findings

Policy and Strategy

- ◆ **School Improvement Plan / Medium Term Financial Planning (63%)**
- ◆ **Balances**
- ◆ **Benchmarking**

Partnerships and Resources

- ◆ **LA Scheme (29%)**
- ◆ **Contracting – compliance with Contract Regulations**
 - **Register (50%)**
 - **Tendering (29%)**
- ◆ **Review of on-going contracts**
- ◆ **Best Value Statement**

Summary of Internal Audit Findings

Processes

- ◆ Budget Monitoring (50%)
- ◆ Submission of returns
- ◆ LA Financial Regulations
- ◆ Financial Procedures manual (83%)
- ◆ Controls self-assessment (58%)
- ◆ Charging Policy (50%)
- ◆ VAT (71%)
- ◆ Earmarked funds(38%)
- ◆ Virements (38%)
- ◆ Payments to Individuals (46%)
- ◆ Inventory (42%)

Questions and Answers

Further Support

Information to be found at

www.thegrid.org.uk/info/sfu/fms/shtml

- ◆ **Internal Audit Guidance Document**
- ◆ **Self-Evaluation Evidence Pack**
- ◆ **Schools Financial Procedures Document**
- ◆ **Documents Pending**
 - **Guide for Clerks**
 - **Guide to control self evaluation/methodology**
- ◆ **FSS Support**

Contacts

- ◆ **Financial Services for Schools**
 - Office 01992 556191
 - Team Leader 01992 555756
 - Helpline 01992 555753

- ◆ **School Funding Unit** 01992 555722

- ◆ **Internal Audit** 01992 555326
e-mail: internal.audit@hertsc.gov.uk