

## 2020-21 Budget Preparation Workshops



Format	These will be half day sessions
Tutor	Schools' Accountants
Date	Thursday 5 <sup>th</sup> March
Venue	<b>The Holiday Inn Elstree, Barnet By Pass, London, Hertfordshire WD6 5PU</b> Times: 9am for a 9.15am start finish by 1pm - FULL 2pm for a 2.15pm start finish by 6pm – Limited spaces remaining
Provider	Schools Finance Support Service
Cost	<b>The workshops will be chargeable as per the Traded Services Portfolio. The cost will be £165 per school, including refreshments for two people per school. <i>Schools are welcome to bring a bigger team but each additional person required will incur a £25 fee.</i> Budgets will be prepared using HCSS Budget Software Places are limited, so please book early.</b>

### **Refreshments will be provided, i.e. teas, coffees & biscuits**

These are two half day workshops where school teams will be able to work at their own pace, with support, to enable them to complete their annual budget (using HCSS budget software). Schools Accountants will be available to help schools set their budgets and with any HCSS queries. Schools should bring their own equipment e.g. a laptop with internet connection, an extension lead; and budget data, e.g. details of their funding, salaries, salary changes (if known), details of contracts and a budget forecast giving the indicative outturn position.

Should you have any queries please telephone the help desk on **020 8359 7221**

The workshops will begin with a short briefing about changes affecting the 2020-21 budgets. The aim is for the school teams to work effectively without interruption outside the school environment to prepare a draft budget plan for 2020-21

**Who should attend:** Headteachers, Deputies, School Business Managers, Finance Officers, Governors, etc. who may be involved in the preparation of the school's budget

Due to popular demand, places will be allocated on a first come first served basis. Please complete the reply slip below.

*Attendees must be employees of the school and NOT outside contractors.*

.....

**Schools Finance Support Service**  
**Budget Preparation Workshops 2020**

Please complete the relevant details - please print

<b>Name of School</b>			
<b>Session required</b>		<b>AM/PM</b>	
	<b>Name of Delegate</b>	<b>Designation</b>	
<b>1</b>			
<b>2</b>			
<b>3</b>	<b>[£25 fee]</b>		
<b>4</b>	<b>[£25 fee]</b>		

Please return this slip as soon as possible and no later than Friday 7<sup>th</sup> February 2020 to:  
[schools.support@barnet.gov.uk](mailto:schools.support@barnet.gov.uk)  
Schools Finance Support Service,