|  |  |  |
| --- | --- | --- |
| Name | : | Michelle Jukes |
| Direct Line | : | 0151 233 3934 / 07894 257960 |
| Email | : | Michelle.jukes@si.liverpool.gov.uk |
| Our ref | : | Settlements 2022.23 |
| Date | : | 28th April 2023 |
|  |  |  |

To: Head Teacher and School Business Managers / Finance Officers

**Outturn Cash Settlements 2022/23**

**What is a cash Settlement?**

The settlement figure represents the difference between what was owed to your school for your budget 2022/23, including any redeterminations for EYSFF, High Needs Top Up, Post- 16, 16-19 Bursary for Vulnerable Students etc., and what was actually sent to your school in cash advances.

For schools using LCC payroll this includes the amount of cash that was withheld to cover payroll costs, paid by the authority on behalf of your school.

Please remember that this does NOT impact on the surplus/deficit as at 31.3.23 that has been used as a carry forward on your 3-year budget plan.

The figures used for payroll 2022/23 are as per the hierarchical details sent to each school monthly. These are therefore the full amounts paid to staff by the authority, regardless of how much cash was withheld.

In the same way that if you raise a creditor or debtor this is included within the balance, but you haven’t paid the bill yet or received the cash.

In summary the cash settlement is a CASH transaction only and is already included within your brought forward figure as at 31.3.23.

**What happens next?**

If your school is due money from the Authority (positive figure) a BACS payment will shortly be made to your school for the amount stated.

If your school owes money to the Authority (negative figure) an invoice will be sent to your school for the amount stated.

Please pay any invoices immediately. If paying this bill will give your school a cash flow problem please contact LCC schools finance team at schools.finance@liverpool.gov.uk. You will also need to contact the Authority’s collection service to inform them and keep them updated on when you will be able to pay the bill, the contact number will be on the invoice that you receive.

**How do we treat the Cash Settlement in SIMS?**

**Cash settlements need to be treated in the same way as a cash advance, that is as a fund to bank journal**.

If your school is due money from the Authority (BACS Payment):

Select Budget Management > Fund to Bank Journal and **’increase bank’**

If your school owes money to the Authority (Invoice):

Select Budget Management > Fund to Bank Journal and **‘decrease bank’**

**How do we treat the Cash Settlement in ACCESS?**

**From the dashboard select Transactions | Journals | Bank Transfer | Click **

If your school is due money from the Authority (BACS Payment):

Description: Outturn Settlement 2022/23

Bank From: FC01 Central Transactions Local Authority

Bank To: BK01 Local School Bank Account

If your school owes money to the Authority (Invoice):

Description: Outturn Settlement 2022/23

Bank From: BK01 Local School Bank Account

Bank To: FC01 Central Transactions Local Authority

If you have a separate cheque book for petty cash you should write the cheque from here. If not, then you will need to remember to move the cheque numbers on the next time you process a cheque run.

Yours faithfully

**

Michelle Jukes

Finance Manager

Schools Finance