



Prince Bishops  
Teaching School Alliance

Growing together



## An introduction to finance for new academies



Tuesday 26<sup>th</sup> September 2017  
The Ramside Hall Hotel, Durham

As a newly converted school or a member of staff working in the academy sector for the first time there is a need to understand how finance works with your academy. This workshop will go through each of the financial returns that academies will need to make in the year. It will provide worked examples that academies can use back in the office to produce their returns.

### Donna Lewis MBE

**Director of Dove Consultancy Limited** Donna was previously employed by the **Education Funding Agency** as the **Head of Consolidation and Financial Reporting**. The EFA is an executive agency, sponsored by the **Department for Education**. Donna, a strategic finance professional who has held senior positions within the Education sector for the last 10 years, had her work recognised in the **2015 Queen's Birthday Honours List** with an **MBE** for her services to Education. She was responsible for the consolidation of over 4,000 academies accounts, being the largest consolidation exercise in the world. She is now working as a consultant offering advice and guidance to academies

### Who should attend?

The course is designed for new finance staff joining an academy who have not worked in the sector before and for newly converted academies' finance teams.

### Why attend?

Understand the financial returns that academies need to complete.  
Understand the reasons for each of the returns and when they are due.

### What will it cover?

- Annual financial statements
- Budget forecast.
- Annual accounts return.
- Monthly management accounts.
- Action plan for the year

**Duration** - One day.

**Time: 9.30am – 16pm**

**Cost: £ 220 per person**

**Cancellations:** Once you have confirmed your place on this course an invoice will be released immediately and this will secure your place. In the event that you need to cancel this training, a cancellation charge will be incurred. Up to twelve weeks prior to the training, a full refund will be made. Within eight weeks of the training date, a 50% charge will be made. The full cost of the training will be charged should the cancellation be made within five weeks of the first session date.



### Prince Bishops Teaching School Alliance

Whitburn CE Academy  
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Tyne and Wear, SR6 7EF

Benedict Biscop CE Academy  
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Please note that it is helpful if you are able to bring a laptop and calculator to the session. If you are unable to bring a laptop, you will be asked to print out the spreadsheets and bring those together with a calculator to work on during the day.

### Training Agenda – An introduction to finance for new academies

09.30	Registration and coffee
10.00	Welcome and housekeeping
10.15	Background to finance in the academy sector
10.30	Budgets
11.15	Refreshment break
11.30	Budgets – continued
11.45	Management accounts
12.45	Lunch
13.30	Financial statements
14.30	Refreshment break
14.45	Financial statements continued
15.00	Annual accounts return
15.45	Recap – key points
16.00	Close



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