Setting up Templates
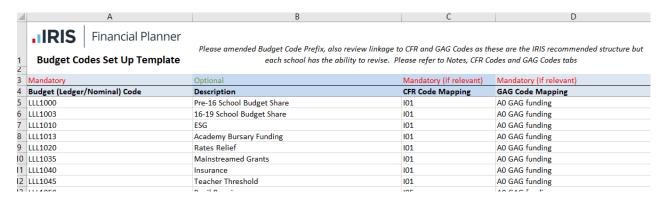
This user guide has been produced to provide a basic overview of setting up templates.

Budget Code Template

Budget codes within SBS Budgets may be known in your finance package as 'nominals' or 'ledger' Codes. These codes, and how they are mapped to your staff contracts and budget entries, will enable SBS Budgets to output figures to your reports accurately.

Each budget code will need to be assigned or 'mapped' to a financial reporting code, such as CFR, GAG or ESFA (referred to as ACOA). (Please note you can map multiple reporting types per budget code (ie. if code AAA1000 was for teachers' basic pay, it could be mapped to CRF code E01, GAG code Staff Costs: Teaching Staff and ESFA code Staff Costs Teachers)

If you have requested multiple reporting types to be implemented in your SBS budget planner, you will need to ensure that each code is mapped to each requested reporting type.

	A	B	C	D
1	**IRIS** | Financial Planner **Budget Codes Set Up Template**	*Please amended Budget Code Prefix, also review linkage to CFR and GAG Codes as these are the IRIS recommended structure but each school has the ability to revise. Please refer to Notes, CFR Codes and GAG Codes tabs*		
3	Mandatory	Optional	Mandatory (if relevant)	Mandatory (if relevant)
4	**Budget (Ledger/Nominal) Code**	**Description**	**CFR Code Mapping**	**GAG Code Mapping**
5	LLL1000	Pre-16 School Budget Share	I01	A0 GAG funding
6	LLL1003	16-19 School Budget Share	I01	A0 GAG funding
7	LLL1010	ESG	I01	A0 GAG funding
8	LLL1013	Academy Bursary Funding	I01	A0 GAG funding
9	LLL1020	Rates Relief	I01	A0 GAG funding
10	LLL1035	Mainstreamed Grants	I01	A0 GAG funding
11	LLL1040	Insurance	I01	A0 GAG funding
12	LLL1045	Teacher Threshold	I01	A0 GAG funding

Column A requires a list of your budget codes (nominal/ledger codes), B is the description for the code, C requires the CFR mappings and D requires GAG mappings. We would recommend you make the descriptions for the codes as clear as possible.

Cost Centre Template

Column A will require the cost centre codes that are used in your finance software. Guarantee that each cost centre on this template has a description, this will prove very useful down the line.

If you are an FMS School, you might want to discuss further with the implementation team about using Cost Centres as your primary reporting codes instead of Budget Codes. Please contact irisfinancialplanner@iris.co.uk to discuss further.

Support Staff Template

The data contained in this template will go on to create your staffing contracts and salary details on your SBS Budgets Planner. The more time spent ensuring the data is accurate and complete at this point will save you time checking the data in the future.

Columns A & B will require the employees first and last names, use upper and lower case when inputting these. Column C requires their employee number, note this must match the employee number that is on your payroll reports for that person. When we import these into the payroll reconciliation, the payroll number will be used to differentiate between employees. Please note each employee must have **ONE** employee number if they have several contracts, they must use one employee number for the system to calculate the employee National Insurance Contributions correctly. If someone is new in post, then please give them a temporary employee number such as TEACH1 or SUPPORT1.

Column D is where you can enter the staff members Date of Birth (this is not mandatory). The only cases in which it will be necessary (other than for your own reference) is if the member of staff is under 21. If you have staff members under the age of 21, you will need to put in their Date of Birth for the system to not budget employers National Insurance for them.

Column E requires you to set a name for each contract i.e. Contract 1. Contract names must be unique for each person, e.g. if one member of staff had 3 contracts, they would need to be named Contract 1, Contract 2 and Contract 3. You can use Contract 1, Contract 2, Contract 3 for other members of staff however they must be unique to that individual.

Column F requires you to enter a service term for each member of staff. Service terms are used within the system to differentiate between job roles at the school. Some common examples are TEACH for teacher, LEAD for leadership staff, PREM for premises staff and TA for teaching assistants. These are essentially used to group staff costings together, ensuring everyone in is the correct budget but no one person is identifiable on reports.

On top of that, it will easily allow you to view staff by department/job role. With that in mind, the more of these you create and assign to staff on the template, the greater the reporting detail will be once the planner has been set up.

Column G is where you can enter the person's job role. Whilst this is optional, we would recommend adding this detail. In column's H & I, you can enter the staff members contract start and end date, again whilst this is optional, if you do have any new starters or staff you know are leaving, we would recommend adding the dates on the template.

Column J requires you to enter the staff member's salary scale. If you are using National Joint Councils (NJC), you will only need to put the scale point number (i.e. 1, 17, etc). If you are not sure if your school uses the NJC pay scales please submit a copy of your school's pay scales to us. Likewise, if you are using a customised pay structure, enter the custom scale codes you would like to be used on the template. When sending back the templates, be sure to include a copy of your bespoke pay structure so that we can integrate this into the system when setting up your budget planner.

Column K requires you to enter the date when the staff members salary scale will be effective from. Please ensure that this column is completed and the dates either pre-date the start of the first budget or begin on the first day of the new budget (e.g. if your first budget begins 1st September 2021, the scale point start date will either need to be 1st September 2021 or earlier)

Column L is where you can enter the staff members previous scale point. This is completely optional.

If you know the future pay scale for your support staff moving forward for years 2, 3, 4 and 5 of your budget, contact the implementation team and we will discuss the best course of action together.

In Column M, you will need to either enter TRUE or FALSE to indicate whether that person is in the pension scheme. Same for column N, except for if the person is receiving a first aid allowance. Please make certain that at least one of the lines contains the annual payment value for first aid.

Columns O & P will require the staff members working hours per week and working weeks per year. Please note that working weeks per year need to include holiday entitlement as well.

Column Q you can enter any allowances that the staff member is due to receive. We would recommend entering them on the template in a format such as Honorarium, SEN Allowance etc. Please note, you can put multiple allowances in the same cell if necessary, separating them with a comma. If paying allowances to any staff, be sure to include a copy of your allowance values, so that we can integrate this into the system when setting up your budget planner.

Column R is where you can enter any pro-rata'd salary adjustment that the staff member is due to receive.

Finally, column S will allow you to add any notes to a contract that you wish to see in the budget planner. If you would like to make us aware of something regarding a member of staff during the setup process, feel free to leave a note about it here.

Teaching Staff Template

Whilst essentially this is going to be roughly the same as the support staff template, there are a couple of differences we would like to point out.

The first difference concerns salary scale in Column J. If you are using Teachers National Scales according to the latest Teachers Pay and Conditions Document, we will require the letter prefix followed by the scale point (ie. M2, L7, UQ4, etc). If you are using a customised pay structure, enter the custom scale codes you would like to be used on the template. When sending back the templates, include a copy of your customised pay structure so that we can integrate this into the system when setting up your budget planner.

You may also notice that we don't work teaching contracts out using weeks per year and hours per week but instead these have been replaced by column O – FTE i.e. 0.4, 0.6, 1

There are some more detailed columns with regards to allowances (columns P, Q and R). Enter the allowances and values here, in the same format that you did for support staff (ie. TLR1a – 9999, SEN1 – 8888, etc).

Budget Entries Template

Budget entries within SBS Budgets are all the non-salary related income, expenditure and brought forward lines from your finance package.

Firstly, every line must have a detailed description in column A. Make sure that all lines are assigned to a budget code in column B and a cost centre if required.

As a minimum, column C must be filled out, at which point you can either copy across the data from Column C to Columns D, E, F and G. Alternatively you can have zero values for data in columns D, E, F and G. If you already have the future year predictions then feel free to enter those for years 2, 3, 4 and 5. If you do not then as a general principle, we will replicate Year 1 into Years 2-5, just so you have a basic budget included in your planner.

Whilst the cost centre column (column H) says optional, if you are using PSF, please ensure that you fill this out for every line. If you are not using PSF, this column is optional.

Lastly, column I is where you can enter any notes you need against your budget entries. It is worth noting that these notes will appear against these budget lines in your more detailed reports (e.g. the revenue report).

If you have any questions or concerns, please contact the service desk for support. If you would like to arrange a telephone call to go through any of the points raised above, contact SBS book a Teams Meeting with the service desk and we will do our best to assist you.

Filing out school details via JotForm

Whilst most of the fields on the school details form are fairly straight forward and self-explanatory, there are a few which I'd like to clarify.

- **DfE / Establishment Number** – Please note for this we will only need the code for your LA, the establishment number is not of huge importance (although if you have it, please provide this also)
- **Reporting Types** – This will indicate to us which reporting codes you would like us to enable on your budget planner. You can choose from CFR (DfE), GAG (ESFA), the newly introduced ACOA (EFA) or a customised reporting structure.
- **Rate %** - This will be the *employers* pension rate.
- **Users** – Just to clarify the access options:
    - **Can edit** – Full access for the budget planner.
    - **Read only** – Will be able to view everything on the budget planner but will not be able to make any amendments.
    - **Cannot edit settings –** Full access but won't be able to edit chart of accounts or mappings.
    - **Cannot edit settings or budgets –** As above, but also cannot edit budget settings.
    - **Cannot view multi-school staff –** Won't be able to view staff contracts whilst using multi-school consolidated reports.

DOCUMENT REFERENCE	DESCRIPTION
AV-251021-UG-IFP-1.0	Initial version.