**BSO Documentation Navigation**

**Finding School Funding Team Documentation on Bradford Schools Online**

This is a guide to locating documentation issued by School Funding Team on the Bradford Schools Online (BSO) website.

The BSO website is split into two different menu options displayed on the left hand side of the screen:

* The first menu option is **My School** (visible only once logged on)
* The second option is **Site Contents**

**If you are not logged in only the ‘Site Content’ menu will be available for you to access. In order to view and access the ‘My School’ menu option you must log in.**

*If you do not have a login ID and password click on the* ***HELP*** *option at the top of the page and select* ***REQUEST A LOGIN.***

**MY SCHOOL MENU – Secure Area**

Once you have logged in, the My School menu will be visible and active. The documentation held under My School is secure and not available for public access.

You will find School Funding Team documents under **Finance**.

**Documentation held in “Our School – Finance”**

**An Introduction**

A brief summary of the documentation available within this menu option

**Capital**

This section contains

* Spreadsheet detailing the Devolved Formula Capital (DFC) allocations for schools for the current financial year
* Other historic related information

**Documentation for Completion by Schools**

This section contains the following templates:

* Bank Reconciliation returns for quarterly or monthly submission
* Year End Bank Reconciliation return and other required year-end forms
* 3 year Budget Template and budgetary guidance
* Budget Monitoring - templates used for both quarterly and monthly returns
* Intended Use of Balances (IUB) Form
* Deficit Application Form

**Formula Funding**

This section contains

* Bradford Formula Funding (historic information, now links to School Budget Statements page)
* School Budget Statements (Section 251 Budget Statements and guidance notes)

**School Specific Information Provided by SFT**

This section contains

* Advances Updates
* Early Years Funding
* Financial Benchmarking
* IUB Calculation Form (SFT password required to access this document)
* Financial Classification (SFT password required to access this document)
* Light Touch Financial Monitoring Scorecard (SFT password required to access this document)
* Guidance for schools
* High Needs Funding Statements
* Swimming Charges
* Updates from the Schools Forum (now links to Bradford Council’s main website)

**VAT Guidance**

This section contains

* School Education VAT Manual (VAT Guide)
* VAT Submittals – Standardising VAT codes
* Submitting a VAT Short Summary Report
* VAT and Extended Schools
* VAT treatment of supply staff
* Accounting for VAT
* Sports Facilities – Change in VAT liability for lettings
* Assisted instrument purchase scheme
* Amazon Purchases
* VA Schools VAT Guidance

***Remember, you must be logged into the BSO site in order to access the documentation within the My School area of the website.***

**SITE CONTENTS MENU**

This area of the site can be accessed without logging in. It contains information that can legitimately be accessed by the public.

School Funding Team documents are housed under the heading **Finance**

**Documentation held in “Site Contents – Finance”**

**An Introduction**

A brief summary of the documentation available within this menu option.

**Bradford Schools Forum**

* School Forum Home – information on the Forum, its purpose, membership, minutes and agendas
* Conduct of Meetings/Elections/Membership
* Consultation Papers & Roadshow presentations
* Forum Agendas & Minutes – dates of meetings only related documents now held on Bradford Council Website
* Formula Funding Working Group (FFWG)/Minutes & Remit
* Early Years Working Group (EYWG)/Minutes & Remit

**DfE Section 251 Budget and Outturn Statements** – explains the Section 251 Statement document and links to individual Section 251 Statements

**Free School Meals** Useful information to assist schools in the take up and administration of free school meals

**Latest News & Updates –** All template releases, news items and updates issued by the School Funding Team are listed here. Schools should check this area regularly.

**Pupil Premium** Information on eligibility and financial year allocations

**School Financial Procedures** – contains the “Guide to Financial Procedures” guidance document

**SFT Guidance**

* Advances Schedules – lists the dates Advances will be paid and links to the individual school schedule
* Audit / SFVS – provides information on the Schools Financial Value Statement and other Audit guidance
* Changing to Full Budget Share – information for schools on full budget share status
* Consistent Financial Reporting (CFR)
* FAQ’s - (Frequently Asked Questions)
* Finance Induction documentation – reference documents and links for Governors, Head Teachers and other Finance staff
* Glossary of Key Terms – commonly used financial abbreviations and terms
* HCSS Finance Software – information on software updates
* SAP – SAP guidance notes and code listings
* Timetable of key dates – documents for completion and submission dates
* VAT – Guidance documents are located in the secure ‘Our School’ section
* Who do I contact? – List of useful contact names and telephone numbers for finance issues, also list of SFT Finance staff and their contact details, with a further list of dedicated Finance Officer by school name

**SFT Protocols** – the process for Deficit Applications, Excess Surplus Balances (Intended Use of Balances), Light Touch Financial Monitoring (Scorecard) and Classification of Schools

**SFT Services to Schools** – Details the services provided to Schools and Governors