**CFR Return 2023/24 – Important Information for Schools**

Schools are reminded the deadline for submission of the 2023/24 CFR return to the LA via the COLLECT system is no later than **Wednesday 15th May 2024**. If your CFR return is ready for uploading before this date, please do submit it. COLLECT will accept returns from 1st May onwards. Early submission would be greatly appreciated.

Schools are urged to contact Dawn Haigh if you anticipate issues in meeting the deadline date above using the following details ([dawn.haigh@bradford.gov.uk](mailto:dawn.haigh@bradford.gov.uk) 01274 43 3775)

Please note failure to meet this deadline without prior agreement, or submitting an incomplete report will result in the issue of 10 points on the Light Touch Financial Monitoring Scorecard.

Final SAP reports have been issued today (7th May 2024) via BSO Drop Box.

Schools can now complete checks, balance, finalise and submit their returns to COLLECT.

Guidance notes from DfE on how to upload, check and submit your return on COLLECT can be found on the CFR page of BSO, [here](https://bso.bradford.gov.uk/content/consistent-financial-reporting)

**Before finalising your report on FMS6 and submitting to COLLECT you must ensure:**

* You are on FMS6 version Spring **6.216** or above
* You have adjusted I18 allocations between the 4 CFR Headings in the CFR Report screen and these figures match the values on the I18 Breakdown Schedule. This can be found in the Advances Updates area of BSO Secure Area.
* Your revenue closing balance (B01/B02/B06) in CFR matches the final revenue balance on SAP for your school
* Your capital closing balance (B03/B05) in CFR matches the final capital balance on SAP for your school (see your Capital Adjustment journal on the final SAP report for 2023/24) **AND**
* Unspent DFC balances currently shown in B05 are transferred to B03 (see further information below)
* You have entered any the value of any outstanding capital loans against B07 without reducing B03 or B05.
* Total for lettings income is shown correctly against I08a. (SAP reports now split this out)
* The return is a **FINAL** report
* **ALL errors** on COLLECT are rectified
* **ALL queries** are resolved or where validation information is required adequate explanation is provided
* Ensure the contact details and school details are correct in FMS6:
  + A contact email address has been provided
  + Tick to confirm that the school has been involved in the preparation of the CFR on FMS6 (and not the LA on behalf of the school)
  + Tick to confirm that the school has been open for the complete financial year and the return covers the full financial year

Schools subscribing to E-ICT for FMS6 Support can download the guidance document; ‘FMS Year End 2023/24’ from the E-ICT pages of BSO. If you have problems locating or downloading the documents, please call E- ICT on 01274 439300.

Once your return has been uploaded to COLLECT and you have checked and applied any required notes, please ensure you **SUBMIT** your return. Until it has a status of ‘submitted’ it cannot be accessed by the LA and therefore cannot be classed as received.

**Schools using accounts systems other than FMS6**

Schools unable to produce a COLLECT compatible CFR report direct from their accounts systems will need to complete an xml/excel spreadsheet. Please contact Dawn Haigh for more information and to obtain the required spreadsheet.

**Academy conversions during the 2023/24 financial year**

Schools converting to Academy status during 2023/24 (i.e. by 31 March 2024) will have their CFR compiled and submitted on their behalf by the LA.

**Year End Guidance 2023/24**

Guidance on the requirements for B07 can be found in the School Funding Team Year End Guidance on BSO.