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| Our ref: HCSS1819  Your ref: | **School Funding Team**  Britannia House, Hall Ings  Bradford BD1 1HX  **Telephone** 01274 432678  **Fax** 01274 435054  **Website**: [www.bradford.gov.uk](http://www.bradford.gov.uk)  **Email**[schoolfundingteam@bradford.gov.uk](mailto:schoolfundingteam@bradford.gov.uk) |
| To Headteachers and School Finance Managers  Maintained Bradford Schools |

6 September 2017

Dear Colleague,

**Subscription to the Access Group (HCSS) School Budgeting Software for 2018/19**

The purpose of this letter is to invite maintained schools to purchase the Access Group (HCSS) Budgeting Software through the Local Authority for the 2018/19 financial year. The Government’s Sprint II Framework, through which this software is procured, enables the Authority to continue our contract up to a maximum of 7 years i.e. for another 3 years.

Whilst recognising that the number of schools purchasing the Software via the Local Authority will inevitably reduce, due to the number of planned academy conversions, we do not wish to leave maintained schools without the option to purchase for 2018/19 a customised piece of budgeting software at a significantly reduced price. Recognising that this software has been developed by the Access Group (HCSS) in partnership with the Authority and with our schools over a number of years, we are still of the opinion that this continues to represent the best option and secures value for money.

* The net price of the Software for 2018/19 is £453. This is the 2017/18 price + 1%.
* This is a single year price for 2018/19 only. We will review the position of the subscription again in summer 2018 for 2019/20.
* Schools have until Friday 3 November 2017 to respond to confirm that they wish to purchase for 2018/19. Please return the attached subscription form.
* If no response is received by 3 November 2017, it will be assumed that the school does not wish to purchase. Schools that do not confirm by 3 November will not be able to buy the Software through the Authority for 2018/19 at a later date. This is not flexible.
* Schools that confirm their purchase will see a charge by journal onto their Council ledger cost centre for the Software before the end of March 2018.
* The Access Group (HCSS) has confirmed the continuation of the current arrangement, whereby schools that purchase the maintained school version for 2018/19, convert to academy and wish to purchase the academy version, will only be charged the differential in price between the two versions.

**You are asked to complete the attached subscription form, to confirm whether or not you wish to purchase the Budgeting Software for 2018/19.**

I would be grateful if you could please return the attached form as soon as possible, but by the deadline of **Friday 3 November 2017** at the very latest. We will not be able to accommodate any subscription requests received after this deadline.

If you have any queries, or would like to discuss the content of this letter further, please do not hesitate to contact a member of School Funding Team.

Yours sincerely,



Andrew Redding

School Funding Team

*Attached – Subscription Form*

**Budgeting Software 2018/19 Financial Year Subscription Confirmation Form**

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| --- | --- |
| **School Name** |  |

The above named school wishes to purchase the Budgeting Software for the 2018/19 financial year at a net price of £453.

**BY SIGNING BELOW YOU ARE COMMITTING YOUR SCHOOL TO PURCHASE BUDGETING SOFTWARE FOR 2018/19.**

|  |  |
| --- | --- |
| **Head Teacher Name**  (Block Capitals) |  |
| **Head Teacher Signature** |  |
| **Date** |  |

Please return this form to Andrew Redding no later than **Friday 3** **November 2017**.

**Return via scan and email to:**

[schoolfundingteam@bradford.gov.uk](mailto:schoolfundingteam@bradford.gov.uk)

**Or by post to** *(please ensure the post will reach us before Friday 3 November 2017):*

School Funding Team

City of Bradford Metropolitan District Council

Britannia House (First Floor)

Hall Ings

Bradford

BD1 1HX

**Or by fax to:**

01274 435054