



Financial Management Training Brochure

The Schools Finance Team will run Financial Management training courses throughout the 2011-12 financial year. The courses will run twice per year so schools have the chance to attend each training session.

Schools buying into the Schools Finance Premium Package will be able to attend 3 courses per year (1 delegate per school) all other schools can book on an ad hoc basis at the standard rate of £275 per training course

The topics we propose to cover over the 2011-12 financial year are;

- Benchmarking (How to effectively benchmark using the live website)
- Procurement / Leasing (Latest procurement and leasing advice)
- Budget Planning (How to plan your budget by maximising your resources)
- Budget Monitoring (How to monitor your budget and forecast to year end)
- Budget Planning Software (Using the new online budget planning software)
- CFR framework and Closedown (Latest advice on CFR and closedown)
- New Heads / Bursars intro to finance (Financial management overview)
- Linking the budget to the SDP (How to make sure the SDP drives the budget)
- Key Financial Documents (The 13 key documents to review and approve annually)

*The training courses will be completely free for those schools subscribing to the Premium package or at a cost of £275 per training course for all other schools.

Training courses will be held each term following the timetable attached below:

Please subscribe by emailing your preferred course to: kent.hadley@brent.gov.uk

2011-12 Financial Management Training Courses

	Budget Planning Software	Budget Setting / Linking the Budget to the SDP	Budget Monitoring / CFR Benchmarking	Procurement Leasing / CFR framework	New Heads / Bursars intro to Finance	13 Key Financial Documents to Update Annually
Summer Term 2011 26 April / 22 July	04 May 2011 26 May 2011 09 June 2011		03 May 2011	19 July 2011		07 June 2011
Autumn Term 2011 5 Sep / 20 Dec	27 Sep 2011	12 Oct 2011	09 Nov 2011	07 Dec 2011	28 Sep 2011	
Spring Term 2012 4 Jan / 30 March	29 Feb 2012	18 Jan 2012			15 Feb 2012	14 Mar 2012



INVESTORS IN PEOPLE



Brent – building a better borough