



Academies Newsletter

February 2013

We highlight in this newsletter some of the issues that have arisen as we have been working with newly formed Academies and ask you to consider three questions.

 **UK200Group**
independent quality assured professionals

UK200 member firms now act for over 9% of the total Academies market. Many Academies that UK 200 member firms act for need a lot of assistance and support with budgeting, determining what pupil numbers will be and picking up any discrepancies in the accounts, along with addressing a perceived knowledge gap of governors in respect of accounting procedures. If you need help, don't hesitate to make contact.

Now to the questions....

Q1. Filing your Academy Accounts Return and Audited Financial Statements. Did you manage to meet the deadlines?

This applies to Academy Trusts who were preparing 31 August 2012 financial statements for 2011/12 to the Education Funding Agency. The deadline for filing accounts was 31 December 2012 and 31 January 2013 for the AAR. Did your



auditor have time enough time to complete the review of the accounts in order to meet the deadline? The returns should have been sent as an electronic (Excel) version only, along with a PDF of the auditor's statement, to the following email address:

Academieswga.EFA@education.gov.uk

Q2. Did you pay more for your accountancy and audit fees than you expected?

Our previous newsletters have given suggestions on how best to prepare for your accountant in order to minimize fees. You may have found the cost of auditing was higher than expected. In our experience this is in the main due to

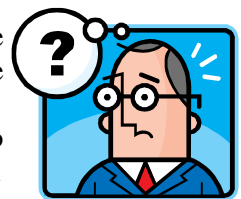


many Academies having initially chosen well known national firms to act for them. If this applies to you, now is the time to look closer to home and consider obtaining quotes from smaller local practices with the relevant experience. Our charge out rate is very competitive and you may be pleasantly surprised by the savings available. If you would like a quotation please contact Stewart Martin.

Q3. Real Time Information – Are you ready?

If you run a payroll for your

employees, you need to be aware of the changes coming into effect from 1 April 2013.



This is called RTI which stands for real time information. In simple terms, it means that a return has to be filed electronically with HMRC every time a wages payment is made, instead of annually. In readiness for RTI, you will need to ensure the data you hold for your staff is accurate and complies with HMRC's set standard. This involves sending an Employer Alignment Submission (EAS) to HMRC which then needs to be verified by them.

The data included in the EAS, for each employee, that must be approved by HMRC is:-

Employee Name – The full official forename(s) and surname, ensuring they are spelt correctly. Ensure double barrelled names are entered in full with a hyphen in between e.g. John-Marc. Initials are no longer allowed.

National Insurance Number – Ensure this is the correct number. If the NIC number is or does not look valid, Form CA6855 will need to be

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completed to enable the correct number to be traced.

Date of Birth – Ensure this is the correct date of birth for the employee.

Gender – Ensure the correct gender is selected for the employee.

Full Postal Address – (this is a mandatory field where the NI NO. is unknown)

You must also ensure that you have adequate software in place to allow for the electronic submission of data to HMRC. If you have a payroll with nine or less employees, you can use HMRC’s online PAYE software. If you have more on your payroll, you will need to use either your own payroll software or outsource to an accountant or bureau.



If you require any further advice on the implementation of RTI or need advice on suitable software or want to discuss how the changes could affect the standard process of paying your employees, please do not hesitate to contact Julie Perrin or Hazel Ray in our payroll department.

If you need help with any aspect of running an Academy Trust, please call and let us know what difficulties you are experiencing. We will no doubt have come across it before and can give sound advice. Alternatively we would welcome your queries via our “contact us” page within our website www.EdmundCarr.com. Please state that you have a question relating to Academies and one of the team will contact you.

Other News

Academies Financial Handbook effective 1/9/12. Academies will be delighted with the news that the latest version of the Academies Financial Handbook has been created in order to lessen the administration burden on Academies. One example of this is the replacement of FMGE with Financial Management & Governance Self Assessment (FMGS). The 150 questions previously included within the FMGE have been significantly reduced to 21 with the new FMGS form.

For Academies with an opening date of 1 November 2012 onwards, you are required to submit your FMGS form within four months of opening. This can be filed electronically to the EFA Academies Financial Monitoring inbox. Please refer to the Academies Financial Handbook 1/12/2012 for more detail.

Things to look out for in 2013/14: The way funding is provided has been under consultation during 2012 and funding reforms will come into effect for the 2013/14 academic year. Keep your eye on the EFA Bulletins which highlight changes afoot.

The Academies page on our website has a useful information page which will give you a direct link to the EFA website with articles covering this subject.

This newsletter has been prepared by our Academies Team. They are:-

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Disclaimer

This newsletter is intended to give general guidance only and no liability can be accepted for any action taken based on the information given

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If you think this information might be useful to a friend or colleague, please

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