



HCSS Accounting

HCSS Accounting Guidance

CFR Return Notes



CFR Return_

As part of the year end process, a CFR (Consistent Financial Reporting) Return needs to be submitted to either the LA or the DfE through COLLECT.

HCSS Accounting has an inbuilt CFR Return within the Reports section.

1. Access to the CFR Return

The Master user is given automatic access to run the CFR Return.

To give access to other users, go to System Set-Up>Users and Access Profiles:



Select the relevant Access Profile, and under Reports, a new option is available:



Click on Report-CFR Reports.

Select View from the drop down list:

✔ Report - CFR Repo	rts	
CFR Return	None	*
	None	
	View	
> System Set-up		

Click on Submit.



2. Run CFR Return

Before running the CFR Return, please make sure that you have selected the appropriate year in the top right hand corner.

Go to Reports>CFR:





Clicking on CFR Return will show the following screen wizard:

Settings	Dataces		Expenditure Valuation	Other Mahalahori		
chool Type:			Year *			
			2010			
A Number: *			Accounting Method:			
821			Accounts			
ME Establishment Number: *			De minimus level for capitalising ex	penditure *		
2256			ц ц			
ichool Name			Hub school for a federation?	Figures for a complete Financial Year		
HCSS Test School						
Contact Name: *			A Rates Exempt School?			
Mana Smth				School involved in preparation of CFR Return?		
mail Address						
msmth@hcsseducation.co.uk			School's insurance policies/premiun school)?	ns have been purchased centrally (at no cost to the		
hone Number. *						
01625 789456						

School Type	Populated from details on HCSS Workbench and
	none editable
LA Number	Populated from details on HCSS Workbench and are
	editable if incorrect
DfE Establishment Number	Populated from details on HCSS Workbench and are
	editable if incorrect
School Name	Populated from details on HCSS Workbench and
	none editable
Contact Name	Populated from details on HCSS Workbench and are
	editable if incorrect
Email Address	Populated from details on HCSS Workbench and are
	editable if incorrect
Phone Number	Populated from details on HCSS Workbench and are
	editable if incorrect
Year	2016
Accounting Method	Accruals
De minimus level for capitalising expenditure	To be entered based on the LA's guidance
Hub School for a federation	Tick if a Hub School
Figures for a complete Financial Year	Tick if for a full year (CFR Return will not upload if not
	ticked)
A 'Rates Exempt' School	Tick if Rates Exempt
School involved in preparation of CFR Return	Tick if school involved
School's insurance policies/premiums have been	Tick if true
purchased centrally (at no cost to the school)?	

When all details are completed, click Next or use the tabs at the top of the screen.

Note - you can Save at any time whilst using the Wizard.



3. Balances

Clicking on Next takes you through the Wizard to Balances.

Enter the balances against the relevant codes based on the CFR Guidance (see below):

P02: uncommitted revenue holonoog	Includeou
	 uncommitted cumulative balance of income, including any uncommitted revenue balances from previous years, less expenditure from revenue funding sources during the financial year and any clawback of uncommitted balances during the year by the local authority Excludes: capital revenue balances (see B03 and B05) committed balances (see B01)
	community-focused school balances (see B06)
B03: devolved formula capital balance	Includes:
	 devolved formula capital including roll-
	over from previous years
	Excludes:
	 any other capital balances (see B05)
B05: other capital balances	Includes:
	 sum of all other capital balances not already accounted for - this includes capital funding received during previous financial years from specific grants which no longer exist, e.g. unspent capital allocations from the standards fund Excludes: balances that appear in the framework in BO1 to BO3
B06: community-focused school revenue balances	Includes:
	 any unspent community-focused school balances
	any carried forward community-focused
	school balances from previous years
	Excludes:
	• pupil-focused extended school balances (see B01 or B02)
OB01: opening pupil-focused revenue balance	Sum of B01 + B02 from previous financial year
OB02: opening community-focused revenue balance	Value of B06 from previous financial year
OB03: opening capital balance	Sum of B03 + B05 from previous financial year

access presents



CFR Return						
Settings	Balance	Income Validation	Expenditure Validation	Other Validation	8	
Export						
Search records Q						
Code					Value	
OB01 - Opening pupil focused re	venue balance				1000.00	
OB02 - Opening community focus	sed revenue balance				2000.00	
OB03 - Opening capital balance					3000.00	
B01 - Committed revenue balanc	es				1000.00	
B02 - Uncommitted revenue bala	nces				2000.00	
B03 - Devolved formula capital balance					3000.00	
B05 - Other capital balances					5000.00	
B06 - Community focused school revenue balances						
Page 1 of 1 (8 Items)						

Reset	Save	Previous	Next
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4. Income_

Clicking next on the Wizard takes you through to the Income tab. This will automatically be populated by the CFR Codes mapped to Ledger Codes.

You can click on the tabs at the top of the screen or on the previous button to move through the Wizard.

The values are editable. The grid initially displays 10 lines per page. To scroll through, click on the pages or next buttons. The display can be increased to 30 lines per grid.

On the right hand side of the screen, there are two columns. One for Queries and one for Errors.

If any of the populated values fail validation against the CFR guidance, a

will display for a query, and a

will display for an error. Hovering over them will display the CFR Guidance.

Settings	Balance	Income Validation) Ex	penditure Validation	Other Validation 3		
Export							
We have a problem - Expanse IO1 - Funds delegated by	d for more information r the local authority - 100: Fun	ds delegated by the LA cannot	: be zero or	negative.			×
Warning - Expand for more in	nformation / the local authority - 110: Fun	ds delegated by the LA should	normally be	greater than or equal to	0 £1,000 and less than or equal to £	10,000,000.	×
earch records Q					Show 10 rows 🔻 P	REV 1 2	NEX
ode					Value	Queries	Error
1 - Funds delegated by the local a	authority			•	0.00	?	
2 - Funding for sixth form student	s				1000.00		
3 - High needs top-up funding					1000.00		
4 - Funding for minority ethnic pu	pils			1000.00			
5 - Pupil Premium					1000.00		
6 - Other government grants				1000.00			
7 - Other grants and payments re	ceived			1000.00			
3 - Income from facilities and serv	vices				1000.00		
9 - Income from catering					1000.00		
) - Receipts from supply teacher i	insurance claims				1000.00		

At the top of the screen, messages will be displayed that can be expanded to show the reason for the symbol and what is expected.

If the Validation warning is a Query, then you will need to enter some notes. Click on the **s**, and a screen similar to below will appear. Enter the reason for the variation and click on Update to save the note.



OUCATION		
dd Response		
Warning - 390: Expenditure on teaching s £1,000 and less than or equal to £10,000,0	taff should normally be g 000.	reater than or equal to
 The use of non-explanatory entries such a 	s 'OK' or 'Correct' should	d be avoided.
Cancel		Update
	Income Validation	1





5. Expenditure

Clicking Next on the Wizard takes you through to the Expenditure tab. This will automatically be populated by the CFR Codes mapped to Ledger Codes.

You can click on the tabs at the top of the screen or on the previous button to move through the Wizard.

The values are editable. The grid initially displays 10 lines per page. To scroll through, click on the pages or next buttons. The display can be increased to 30 lines per grid.

On the right hand side of the screen, there are two columns. One for Queries and one for Errors.

If any of the populated values fail to validation against the CFR guidance a

will display for a query, and a



will display for an error. Hovering over them will display the CFR Guidance.

Settings	Balance	Income Validation	Expenditure Validation	Other Validation 3		
Export						
A Warning - Expand for more inf	ormation					+
Search records Q				Show 10 rows	2 3 4	4 NEXT
Code				Value	Queries	Errors
E01 - Teaching staff				500.00	?	
E02 - Supply teaching staff			_	6000.00		
E03 - Education support staff				6000.00		
E04 - Premises staff				692.00		
E05 - Administrative and clerical staf	f			692.00		
E06 - Catering Staff				692.00		
E07 - Cost of other staff				692.00		
E08 - Indirect employee expenses				692.00		
E09 - Staff development and training				692.00		
E10 - Supply teacher insurance				692.00		
Page 1 of 4 (32 Items)				Show 10 rows V PREV 1	2 3 4	4 NEXT

At the top of the screen, messages will be displayed that can be expanded to show the reason for the symbol and what is expected.





Add Response		
A Warning - 780: Expenditure on rates sho	uld not normally be zero or ne	egative.
1 The use of non-explanatory entries such	as 'OK' or 'Correct' should be	avoided.
Cancel		Update
As the Errors are resolved, the numbered red dots	Expenditure Validation 3	will disappear from the tabs.





Clicking Next on the Wizard takes you through to the Other Validation tab. This will automatically be populated by the CFR Codes mapped to Ledger Codes.

You can click on the tabs at the top of the screen or on the previous button to move through the Wizard.

The values are editable. The grid initially displays 10 lines per page. To scroll through, click on the pages or next buttons. The display can be increased to 30 lines per grid.

On the right hand side of the screen, there are two columns. One for Queries and one for Errors.

If any of the populated values fail to validation against the CFR guidance a

will display for a query, and a



will display for an error. Hovering over them will display the CFR Guidance.

CFR Return							
Settings	Balance	Income Validation	Ex	penditure Validation	Other Validation		
Export							
Search records Q					Show 10 rows 🔻 🏼 P	REV 1 2	NEXT
CI01 - Capital income					12938.00	Queries	Errors
CI03 - Voluntary or private incom	- Voluntary or private income			49000.00			
CI04 - Direct revenue financing			0.00				
CE01 - Acquisition of land and ex	kisting buildings	buildings 0.00					
CE02 - New construction, conversion and renovation							
CE03 - Vehicles, plant, equipment and machinery				0.00			
CE04 - Information and communi	ication technology				2190.66		
				Reset	Save	N	ext

At the top of the screen messages will be displayed that can be expanded to show the reason for the symbol and what is expected.

If the Validation warning is a Query then you will need to enter some notes. Click on the *source*, and enter the reason for the variation and click on Update to save the note.



7. Generate CFR Return

Once any Queries or Errors have been resolved, clicking on Next on the Other Validation tab will move you through to Generate CFR Return.

Note: remember to click on Save before you generate the file.

CFR Return					
Settings	Balance	Income Validation	Expenditure Validation	Other Validation	
Export		·	·		

It is possible to generate either an Interim return (this cannot be uploaded to DfE COLLECT but does export to excel) or a Final return.

To do this simply click on the relevant button.

The File will be generated and sent to your Downloads folder (see example below).



You will then need to save the file to a shared area to either send to the LA or upload into the DfE COLLECT.



🕝 🔿 🗸 🗼 Jane Gibs	son ► Downloads ►	Search Downloads	ــــ
Organize 🔻 🖉 Open	✓ Share with ✓ E-mail Burn New folder		:=
🔆 Favorites	Name	Date modified	Туре
🧮 Desktop	8062003_CFR_806LLLL_001	28/03/2017 13:22	XML Document
🐌 Downloads	Aged Creditor Report 28-03-2017	28/03/2017 12:23	Microsoft Excel 97
📃 Recent Places	🔁 VAT+Refund+Scheme+for+academies	28/03/2017 09:56	Adobe Acrobat D.
	🗐 Gibson invoice	28/03/2017 09:01	Microsoft Word D
🥞 Libraries	Aged Creditor Report 27-03-2017	27/03/2017 13:05	Microsoft Excel 97
Documents	Completed BACS Run Report 24-03-2017 (1)	24/03/2017 13:36	Microsoft Excel 97
👌 Music	🖺 B1600026_Lloyds LoLi	24/03/2017 13:34	Microsoft Excel C.
Pictures	Completed BACS Run Report 24-03-2017	24/03/2017 13:22	Microsoft Excel 97
📑 Videos	🕙 Year to Date Drilldown Report 21-03-2017	24/03/2017 08:55	Microsoft Excel 97
	Transaction Listing by Ledger Code Report 21-03-2017	24/03/2017 08:54	Microsoft Excel 97
💻 Computer	🗐 Example Balance Sheet (3)	23/03/2017 15:21	Microsoft Excel 97
🏭 OS (C:)	Balance Sheet %282%29 (1)	23/03/2017 15:21	Microsoft Excel W
🔟 Jane's iPhone	Bank Reconciliation - Bank Reconciliation Statement	23/03/2017 11:01	Microsoft Word D
	🗐 Aged Creditor Report 22-03-2017	22/03/2017 16:50	Microsoft Excel 97
📬 Network	🗐 BvAvC Report 22-03-2017	22/03/2017 15:53	Microsoft Excel 97
	🕙 Purchase Order Report 22-03-2017 (1)	22/03/2017 15:38	Microsoft Excel 97
	Income and Expenditure Report 22-03-2017	22/03/2017 15:33	Microsoft Excel 97
	Purchase Order Report 22-03-2017	22/03/2017 15:29	Microsoft Excel 97
		22/02/2017 12:10	Adoba Acrobat D
8062003_CFR_806LLLL_001 Date modified: 28/03/2017 Date created: 28/03/2017 13:22 XML Document Size: 5.04 KB Date created: 28/03/2017 13:22			