

*Welcome back every one.
Hello to our new schools
Kislingbury and Spratton*

It is good practice to change your passwords every now and then and at the start of the Academic Year

Standard HMRC Requirements to be adhered to at all times:

1. *Keep a log of Credit Card expenses, attach copies of invoices with the credit card statement.*
2. *Do not use petty cash to reimburse over the sum of £20 and get anything over £5 authorised before expenditure*

Please can you make sure that you submit pupil numbers to us each month on the Checklist.

The new **ACADEMIES FINANCIAL HANDBOOK** is on the PDET Website if you fancy a bit of bedtime reading!

[Please Check :-]

Can you see the new Cost Centre for Trading Activities? Please let us all know if you can't.

Items for photograph commission, staff school meal payments, uniform commission and Tuck shop should be coded to this cost centre.

Make sure you input the invoice dates from the documents and NEVER use the input date as the date of an invoice!

Please don't process any of this years invoices until after 12th September.

Complete last financial year checklist asap.

Please email PSFrequests@peterborough-diocese.org.uk for new suppliers and PSF queries

Use the Transfer Forms on the website if you need money from another school in the Trust.

If PSF ask you to contact the SYSTEM ADMINISTRATOR—phone us.

When you reverse documents—reverse as a journal and then keep copies of all your journals preferably in numeric order.

Make sure all your invoices are scanned and can be viewed.