



**LCC Schools Finance  
Handbook**

Section A:

Introduction

December 2025

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# **SECTION A1: Requirements to comply with Financial Regulations and Procedures**

## **A1.1 The Requirement to ensure the Proper Administration of Financial Affairs**

Section 251 of the Local Government Act 1972 requires the County Council to secure the “proper administration of its financial affairs”. One aspect of achieving this is that the County Council sets out the appropriate procedures which must be complied with by all officers and establishments. These procedures are set out in the Scheme for Financing Schools, the Constitution of the County Council, Contract Regulations, Financial Regulations and Procedures and in other guidance e.g. circulars on financial procedures issued by the Executive Director of Children’s Services.

Key relevant guidance and instructions contained in these various sources is collated within this handbook but further advice should be sought from the relevant contact officer where appropriate.

# SECTION A2: Audit Arrangements

## A2.1 Internal Audit

Under the Accounts and Audit Regulations 2003, the Executive Director of Resources, of the County Council has delegated responsibility for ensuring the proper administration of financial affairs. As part of this responsibility, they are required to undertake an adequate and effective internal audit. The provision of internal audit is a statutory requirement to enable the Executive Director of Resources to discharge his Section 251 responsibilities.

All schools are subject to the audit regime determined by the authority regarding internal audit and the authority's external audit regime. The Executive Director of Resources, in consultation with the Executive Director of Children's Services, and the Council's internal auditors, reserves the right to request an Internal Audit of any maintained school.

In reaching a view on audit coverage, risks will be assessed. This will take account of a number of factors which will be communicated to schools and which may change over time. The scope of the audits may include:

- a) review of financial and non-financial systems and controls
- b) probity work and special investigations
- c) governance reviews
- d) value for money exercises
- e) systems under development
- f) annual "health checks" or certification of financial statements where considered appropriate and necessary
- g) advice on risks, the operation of controls and financial processes

Internal audit should be regarded as both an aid to management providing support, guidance and assurance, as well as an independent check to help the school achieve the proper administration of its financial affairs. At the end of each audit, any findings will be discussed and a report issued to the Headteacher and Chair of Governors making recommendations for improvement and agreeing an action plan for implementation with time scales agreed by the Headteacher.

Recommendations made must be communicated to the Governors within a formal Governors' meeting and action on those recommendations should be agreed at that level. A copy of every audit report is shared with Children's Service colleagues.

Internal audit visits are generally pre-arranged and visits are at a mutually agreed time. The Council's internal auditors have authority to visit all schools at reasonable times. They must be provided access to all relevant records and property and may require such information and explanations considered necessary.

Where the school has reason to believe there may have been any misuse of resources or other financial irregularity, there is a requirement within Financial Regulations that this is notified immediately to the County Council's Whistleblowing Confidential Hotline

**Freephone:**

0800 0853716

This dedicated reporting line operates between 9am-5pm. Outside normal working hours you can leave a message and we will get back to you.

**Email:**

[whistleblowing@lincolnshire.gov.uk](mailto:whistleblowing@lincolnshire.gov.uk)

**In writing:**

Lincolnshire Local Authorities

PO Box 640

Lincoln

LN1 1WF

## **A2.2 External Audit**

The financial systems, records and activities of all maintained schools form part of the County Council's overall accounting and control arrangements and are covered by the same independent external audit arrangements applying to the County Council as a whole. Such arrangements are determined periodically by the Council's external auditors. Under a "managed audit" approach, the external auditors work closely with the Council's internal auditors in order to minimise the duplication of coverage. However, external auditors may also, on occasion, visit County Council establishments, requiring access to all relevant records including property controlled by schools and seek such explanations as required. Where a school is approached by external audit with a view to a visit being made, the school should satisfy itself (by liaison with Corporate Audit and Risk Management) that this visit is legitimate.

## A2.3 Audit of Private and Voluntary Funds

Any private or voluntary funds administered by schools should be declared in a manner determined by the Executive Director of Resources. For all such funds, schools must complete an annual statement setting out the audited position. This statement will contain a summary position for the previous year and details of the auditor and charity registration. Schools must also seek compliance with the relevant Charities Act requirements, where appropriate.

## A2.4 Whistleblowing

The Public Information Disclosure Act (1998) applies to the public, private and voluntary sectors. It aims to improve accountability and good governance in all organisations by assuring workers concerned about malpractice that it is safe to raise their concerns.

Lincolnshire County Council has a 'whistleblowing' policy **that makes provision for staff or others to report concerns confidentially if they have a genuine concern about disclosing their own identity.**

Examples of issues encouraged to be raised include:

- a) conduct which is a criminal offence or breach of law
- b) a breach of our code of conduct for staff or Councillors
- c) sexual, physical or verbal abuse of our clients, employees or public
- d) dangerous procedures risking the health and safety of our clients, employees or public
- e) unauthorised use of public funds
- f) suspected fraud or corruption
- g) damage to the environment (for example land, buildings, highways, water, air, waste, energy, transport, natural habitat etc.)
- h) unethical or improper conduct
- i) services that fall seriously below approved standards or practice
- j) failure to follow our policies and procedures

This Policy is not a substitute for existing employment policies (e.g. Grievance, Dignity at work or Disciplinary policies) that support staff to address situations where they feel they have been treated wrongly or unfairly, nor does it replace the school's normal complaint procedures.

The whistleblowing arrangements can be used by a Local Authority school or school governor (if the school has adopted LCC's policy)

The policy also applies to agency staff, contractor staff and suppliers providing goods or services to the school, or on the school's behalf.

**A full copy of the whistleblowing policy is available:**

[Whistleblowing policy – Introduction and scope - Lincolnshire County Council](#)

# SECTION A3: Roles and Responsibilities

## A3.1 Governing Body

The responsibility for the financial management of the school is delegated to the school's governing body.

The governing body is entitled, subject to any provisions made under the Scheme for Financing Schools, to spend any sum made available to it in respect of the school's budget share for any financial year as it thinks fit for the purposes of the school.

The governing body may delegate any of the responsibilities for financial matters to either a Finance Committee or the Headteacher, whilst retaining overall responsibility for the proper exercise of its duties. The roles and responsibilities of all parties should be set out in writing and be formally agreed by the full governing body and reviewed annually.

The governing body's responsibilities include:

- a) managing the budget made available to it by the County Council both efficiently and economically, ensuring value for money at all times;
- b) adhering to the County Council's financial regulations and procedures;
- c) compliance with the County Council's Scheme for Financing Schools as approved by the Secretary of State;
- d) approval of the school's medium term financial plan (A plan needs to be submitted by 31st May each year; guidance on the content is available from the Schools Finance Team);
- e) approval of the content, format and frequency of financial monitoring reports for the Finance Committee and full governing body (guidance on the content is available from the Schools Finance Team);
- f) regular monitoring of actual and forecast income and expenditure against the budget (the Council recommends that forecast reports are considered at least termly);
- g) taking all reasonable steps to ensure that the school does not overspend;
- h) seek the County Council's prior approval to overspend;

- i) approval of virements of budgets (the Council recommends that virements of £5,000 or more should be approved by resolution of the full governing body. Where the power to vire amounts of less than £5,000 has been delegated, these should be reported to the next governors' meeting);
- j) reviewing the County Council's audit reports and ensuring that wherever possible, the recommendations are implemented;
- k) overseeing the financial administration of privately raised funds (the County Council requires schools to submit a statement confirming that the fund's accounts have been independently audited within six months of the year end).

Where a governing body is responsible for a substantial or persistent failure to comply with any of the requirements set out in the Scheme for Financing Schools or is not managing its delegated budget in a satisfactory manner, the County Council, through the Executive Director of Children's Services, may suspend the governing body's right to a delegated budget.

## **A3.2 Headteacher**

The Headteacher's responsibilities include:

- a) obtaining in writing, details of his / her responsibilities with respect to the financial management of the school;
- b) managing the budget made available to the school by the County Council both efficiently and economically, ensuring value for money at all times;
- c) adhering to the County Council's financial regulations and procedures;
- d) ensuring compliance with the County Council's Scheme for Financing Schools;
- e) preparing the school's medium term financial plan for the governing body's consideration, incorporating costings of School Development Plan priorities (a plan should be produced by all schools each year and guidance on the content is available from the Schools Finance Team);
- f) submission of the school's approved annual budget to the County Council by 31st May following the start of the financial year;

- g) monitoring the school's income and expenditure against budget on a monthly basis (this should include a review of each month's transactions to ensure they are complete, have been properly coded and contain no errors);
- h) preparation of regular budget monitoring reports, covering actual and forecast income and expenditure against the budget, for the governing body or Finance SubCommittee (the Council recommends that budget forecast reports are considered at least termly);
- i) making recommendations, where appropriate, to the school's governing body on action needed to avoid overspending;
- j) seeking prior approval to overspend from the County Council as soon as this appears unavoidable;
- k) approving virements of budgets, up to limits set by the governing body;
- l) reviewing the County Council's audit reports and responding to its recommendations in consultation with the governing body;
- m) supervising the day-to-day administration of the school's finances (including bank reconciliations, where appropriate), and the monitoring of expenditure;
- n) ensuring that checks, reconciliations and returns are completed in accordance with the timetable published by the Schools Finance Team;
- o) ensuring that proper internal checks and controls are in place covering day-to-day activities (advice on internal checks and controls will be given during the course of an audit or can be obtained by contacting the Council's Corporate Audit and Risk Management section);
- p) establishing effective internal budget monitoring and reporting arrangements for budgets delegated to departments;
- q) supervising the recording and maintaining of the school's financial records including authorising transactions;
- r) overseeing the financial administration of privately raised funds (the County Council requires schools to submit a statement confirming that the fund's accounts have been independently audited within six months of the year end).

Further advice regarding roles and responsibilities can be obtained by contacting the Schools Finance Team. Spreadsheets and word documents have been issued to all schools

to help them produce financial plans and budget monitoring reports for governing bodies. The Schools Finance Team also runs an annual training programme for administrators, Headteachers and governors which provides further information.

# SECTION A4: Finance Policy

## A4.1 Draft Finance Policy

Schools are currently expected to have a whole series of plans and policies covering all aspects of their work.

The Schools Finance Team has put together a draft finance policy that can be adopted and amended to suit school's individual needs. It is intended to bring together the key aspects of finance under one policy document. It deals with roles and responsibilities, budget setting, budget monitoring, financial planning and many other important financial issues.

The Local Authority recommends that all schools produce a finance policy. To assist schools, the draft policy can be accessed on Perspective Lite:

Schools Finance Team > Policies

More detailed information and guidance relating to this policy can be found throughout the School Finance Handbook. This can be located at:

Schools Finance Team > Finance Handbook > Schools Finance Handbook (New)

School staff and governors should also be familiar with the Scheme for Financing Schools available at:

[Scheme for financing schools \(lincolnshire.gov.uk\)](https://www.lincolnshire.gov.uk/schools/financing/scheme-for-financing-schools)

or use the menu path from the Lincolnshire County Council website: Council and councillors > Finances and budgets > Schools finances > Scheme for financing schools

# **SECTION A5: Timetable of Key Dates**

## **A5.1 Timetable of Key Dates**

A timetable of key dates for schools and the Schools Finance Team follows on the next page. It refers to the main areas of work undertaken by both parties and informs schools of when they can expect tasks to be completed by the Schools Finance Team.

## A5.2 Timetable of Key Dates: Schools Responsibility

PROCEDURE	NOTES	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Prepare Budget and complete Medium Term Finance Plan and present to FULL Governing Body at a timely meeting to published submission deadline.	Including Headteacher's Report with Budget options	✓	✓										
Submit Medium Term Finance Plan incorporating approved budget, authorised by Headteachers and Governors to Schools Finance Team by the published deadline.	Deadline: 31st May	✓	✓										
Prepare / update School Development Plan including costings which should tie back to budget	This should include costings & costs reflected in the budget	✓	✓										
Review and Update: Finance Policy, including Virement Policy, Charging Policy, Whistleblowing Policy	Annually April or Sept Note: Staff/Governors should be aware of Whistleblowing Policy	✓					✓						
Sundry Accounts	This type of expenditure is only used by Secondary and Special Schools												
Sickness Insurance Scheme - Submit Application Form	Deadline: 31st May	✓	✓										
Sickness Insurance Scheme - Submit Monthly template for claims	Monthly by 7th of the following month (April, May & June claims to be submitted by 7th July unless advised differently by Schools Finance Team)				✓	✓	✓	✓	✓	✓	✓	✓	✓
Arrange School Fund Audit – Present Notification of Audited Accounts to Governors	Send a copy of the signed notification to Schools Finance Team (Submission deadline dependant on whether School Fund is run on an academic, calendar, financial year basis)			Calendar			Financial					Academic	

PROCEDURE	NOTES	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Run Budget Monitoring Reports monthly and check that budget, funding updates and actual income and expenditure are accurate:	Different budget reports may be required to be monitored such as overall income/expenditure or Department reports. A detail report showing each item of expenditure / income must be reviewed.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Payroll report	Payroll data should be checked and reconciled to expected payroll costs on the finance plan.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Take corrective action relating to miscodings:	Process corrections so that income/expenditure is coded to the correct account codes/cost centres	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Update Medium Term Finance Plan	To take account of changes in actual and planned expenditure, staffing changes and funding changes			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Calculate a detailed forecast (outturn projection)	Recommendation is to action this at least three times per year. As a minimum in line with School Governor Finance Meetings				✓	✓	✓	✓	✓	✓	✓	✓	
Prepare and present Finance information to Governor Finance Committee Meetings. In accordance with published guidance the information should consist of the following: <ul style="list-style-type: none"> <li>• Updated Medium Term Finance Plan</li> <li>• Supporting written report</li> <li>• Appropriate financial reports from the finance system</li> </ul>				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

PROCEDURE	NOTES	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Complete SFVS (Schools Financial Value Standard)	Schools Finance Team will issue communication regarding this								✓	✓			
Issue Register of Business Interest Forms to all Governors and All Staff with Financial Responsibilities	Monitor that Governors / Members of Staff complete and return form						✓						
Issue Schedule of Governor Meetings planned for the year	Resources Committee and Full Governors						✓						
Issue Annual Timetable of Key Events to All Governors							✓						
Make New Governors aware of their financial roles and responsibilities	School specific training can be requested and carried out on site.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Present CFR (Consistent Financial Reporting) Benchmarking Data to Governors for Analysis	Data available online October onwards								✓				
<b>Year End</b> Procedures as per year end letter	Strict deadlines to adhere to as per statutory responsibilities	✓											✓
<b>Year End</b> Monitoring as per year end letter	Strict deadlines to adhere to as per statutory responsibilities	✓											✓
Submit Financial Return (Prime Account Schools only)								✓			✓		✓
School VAT Return (Prime Account Schools only)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

### A5.3 Timetable of Key Dates: Schools Finance Team Responsibility

PROCEDURE	NOTES	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Publish School Budget Shares and associated funding information												✓	✓
Publish the new financial year Medium Term Finance Plan Funding spreadsheets												✓	✓
Update the finance system with funding changes to Budget Shares or Grants via journal recharge (Make payments to Prime Account schools)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Check Schools submitted Medium Term Finance Plan and provide letter / pro-forma to schools detailing findings / further guidance				✓	✓								
Upload School's original detailed budgets, as per their approved Medium Term Finance Plan, on to Business World (Business World Schools only)				✓	✓								
Upload School's carry forward budgets (budget share and grants) (Business World Schools only)				✓	✓	✓							
Sickness Insurance Scheme - Check Application Forms & process premiums				✓	✓								
Sickness Insurance Scheme - Check Monthly templates for claims and process reimbursements					✓	✓	✓	✓	✓	✓	✓	✓	✓
Notify Schools by letter of their carry forwards. If schools have an excess carry forward above their limit a proforma letter will be included which will need to be completed				✓									
Provide forecast template for schools to populate							✓						
Submission of CFR return on behalf of all Lincolnshire schools to the Department for Education (DfE)	Submission of school's financial data in a standard template which is published to support benchmarking				✓								

PROCEDURE	NOTES	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Publish Scheme for Financing Schools					✓								
Publish Schools Accountability Framework							✓						
Publish Finance Handbook							✓						
Publish Monitoring and Intervention Policy							✓						
Publish Finance and Loans Policy							✓						
Publish Finance Bulletin to schools	By 11th working day of the month	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Publish Finance Essentials							✓						
Provide Budget Management/Budget Monitoring training to schools				✓				✓					
Provide Financial Planning/MTFP training to schools				✓				✓					
Provide finance training to New Administrators				✓			✓				✓		
Provide finance training to New Headteachers				✓			✓				✓		
Provide Policies training to schools				✓			✓						
Provide Budget Share Funding training to schools				✓				✓					
Provide Grant Funding training to schools				✓				✓					

PROCEDURE	NOTES	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Provide CFR/Benchmarking training to schools	Course is run once the annual guidance has been published			✓				✓					
Provide Budget Preparation sessions for schools	Sessions run in March after new year funding allocations and the new year Medium Term Finance Plan have been published												✓
Provide School Business Services Financial Planner training sessions to schools	Sessions run bi-monthly		✓		✓		✓		✓		✓		
<b>Year End</b> Issue Timetable and guidance to schools	Strict deadlines to adhere to as per statutory responsibilities										✓	✓	
<b>Year End</b> Statutory responsibilities to close down the financial year accounts and contribute to LCC's financial statements (which the school is part of)	Strict deadlines to adhere to as per statutory responsibilities	✓	✓										✓

## SECTION A6: List of Contacts

NAME	POST TITLE	HELP / ADVICE ON	TEL	EMAIL ADDRESS
Mark Popplewell	Strategic Finance Lead – Children’s Services	Policy Issues		<a href="mailto:Mark.popplewell@lincolnshire.gov.uk">Mark.popplewell@lincolnshire.gov.uk</a>
Schools Finance Helpdesk	Helpdesk	Finance related queries, MTFP Support, Business World finance queries	01522 550555	<a href="mailto:Schools_Finance@lincolnshire.gov.uk">Schools_Finance@lincolnshire.gov.uk</a>
Schools Business Support Service (SBSS)	SBSS	This address should be used to book finance support meetings for Silver and Gold schools		<a href="mailto:Sbss@lincolnshire.gov.uk">Sbss@lincolnshire.gov.uk</a>
Schools Finance Sickness Insurance Scheme	Schools Finance Sickness	Submission of Schools Sickness Insurance Scheme templates and queries specifically relating to the scheme. Note: Queries relating to employees sickness should be directed to HR/Payroll	01522 550555	<a href="mailto:School_Sickness_Ins@lincolnshire.gov.uk">School_Sickness_Ins@lincolnshire.gov.uk</a>
Schools Financial Value Standard (SFVS)	SFVS	Submission of SFVS return	01522 550555	<a href="mailto:SchoolFinanceReturns@lincolnshire.gov.uk">SchoolFinanceReturns@lincolnshire.gov.uk</a>
Schools Finance Training	Schools Finance Training	To book onto financial training courses offered by the Schools Finance Team	01522 550555	<a href="mailto:Schools_Fin_Training@lincolnshire.gov.uk">Schools_Fin_Training@lincolnshire.gov.uk</a>
Elizabeth Bowes	Strategic Finance Manager	Responsibility for Schools Finance Team, oversight of schools funding including grants, budget setting, budget monitoring, closure of accounts, monitoring and intervention, service support to schools – including Sickness Insurance Scheme and SBSS buyback service.	01522 554905	<a href="mailto:Elizabeth.bowes@lincolnshire.gov.uk">Elizabeth.bowes@lincolnshire.gov.uk</a>

NAME	POST TITLE	HELP / ADVICE ON	TEL	EMAIL ADDRESS
Shaun Brown	Finance Manager	Overview of service support to schools – including Sickness Insurance Scheme and SBSS buyback service. Overview of budget monitoring and closure of accounts	01522 554927	<a href="mailto:Shaun.brown@lincolnshire.gov.uk">Shaun.brown@lincolnshire.gov.uk</a>
Teresa Rowson	Finance Manager	Overview of schools funding including grants, budget setting, budget monitoring, closure of accounts and monitoring and intervention	01522 555498	<a href="mailto:Teresa.rowson@lincolnshire.gov.uk">Teresa.rowson@lincolnshire.gov.uk</a>
Adam Emson	Senior Finance Technician	Schools Funding and Grant Funding	01522 550923	<a href="mailto:Adam.Emson@lincolnshire.gov.uk">Adam.Emson@lincolnshire.gov.uk</a>
Ebuka Ani	Senior Finance Technician	Grant Funding and Loans	01522 550263	<a href="mailto:Ebuka.ani@lincolnshire.gov.uk">Ebuka.ani@lincolnshire.gov.uk</a>
Allan Ndiweni	Senior Finance Technician	Helpdesk / Sickness Insurance Scheme / CFR	01522 555688	<a href="mailto:Allan.ndiweni@lincolnshire.gov.uk">Allan.ndiweni@lincolnshire.gov.uk</a>
Lee Mason	Senior Finance Technician	Silver & Gold Finance Meetings	01522 554937	<a href="mailto:Sbss@lincolnshire.gov.uk">Sbss@lincolnshire.gov.uk</a>
Mark Nunn	Senior Finance Technician	Silver & Gold Finance Meetings	01522 554603	<a href="mailto:Sbss@lincolnshire.gov.uk">Sbss@lincolnshire.gov.uk</a>
Higher Needs Funding	SEND Finance Team	Higher Needs – Queries on top up, targeted and post 16 funding	07717 878980 07810 527839	<a href="mailto:SENFinanceProject@lincolnshire.gov.uk">SENFinanceProject@lincolnshire.gov.uk</a>
John Rossington	Senior Finance Technician	Looked After Children Pupil Premium Funding		<a href="mailto:John.rossington@lincolnshrie.gov.uk">John.rossington@lincolnshrie.gov.uk</a>
Geraldine O'Neill	Sustainability & Development Manager	Early Years Funding and Advice	07747 757533	<a href="mailto:Geraldine.O'Neill@lincolnshire.gov.uk">Geraldine.O'Neill@lincolnshire.gov.uk</a>
Hannah Edwards	Senior Finance Technician	Secondary Contact Early Years Funding		<a href="mailto:Hannah.edwards@lincolnshire.gov.uk">Hannah.edwards@lincolnshire.gov.uk</a>
Tracey Harrison	Finance Team Manager	Secondary Contract Early Years Funding		<a href="mailto:Tracey.harrison@lincolnshire.gov.uk">Tracey.harrison@lincolnshire.gov.uk</a>
Insurance Advice	Insurance Team	Risk management and insurance	07825 342827	<a href="mailto:insurance@lincolnshire.gov.uk">insurance@lincolnshire.gov.uk</a>

NAME	POST TITLE	HELP / ADVICE ON	TEL	EMAIL ADDRESS
Audit		All Audit enquiries  Risk & controls, Whistle Blowing, Fraud Advice		<a href="mailto:Schools&amp;Academies@lincolnshire.gov.uk">Schools&amp;Academies@lincolnshire.gov.uk</a>
Credit Control	Credit Control Team	Matters in respect of unpaid debts, disputes raised on debtor invoices, advice on further action via County Court, reminder letters, debt write off, bad debt provisions	01522 555555	<a href="mailto:Creditcontrol@lincolnshire.gov.uk">Creditcontrol@lincolnshire.gov.uk</a>
VAT Advice	VAT Team	VAT advice and submission of VAT returns		<a href="mailto:VAT@lincolnshire.gov.uk">VAT@lincolnshire.gov.uk</a>
Karen Tonge	Treasury Manager	Advice on leasing	01522 553639	<a href="mailto:karen.tonge@lincolnshire.gov.uk">karen.tonge@lincolnshire.gov.uk</a>
Thomas Spencer	Treasury Officer	Advice on leasing	01522 553075	<a href="mailto:Thomas.spencer2@lincolnshire.gov.uk">Thomas.spencer2@lincolnshire.gov.uk</a>
Corporate Property Team	Devolved Capital	Manage the Devolved Capital process for maintained schools and provide advice and guidance on capital projects		<a href="mailto:CorporatePropertyTeam@lincolnshire.gov.uk">CorporatePropertyTeam@lincolnshire.gov.uk</a>
Pensions	Pensions Team	Employees/members emailing in forms for payroll action e.g. Opt out / Opt in / Move to 50/50 scheme etc.	01522 555555	<a href="mailto:LGSPensionsEnquiries@lincolnshire.gov.uk">LGSPensionsEnquiries@lincolnshire.gov.uk</a>
Pensions	West Yorkshire Pension Team	Member Pension queries	01274 434999	<a href="http://www.wyfp.org.uk">www.wyfp.org.uk</a>
Pensions	Teachers Pensions	Communications and requests from TP and internally regarding missing service queries etc.	01522 555555	<a href="mailto:TPS.enquiries@lincolnshire.gov.uk">TPS.enquiries@lincolnshire.gov.uk</a>
Payroll	Schools Payroll Team	Input and payment of variable pay and deductions in salary. Maternity and overpayment calculations.	01522 782075	<a href="mailto:schoolsteam@lincolnshire.gov.uk">schoolsteam@lincolnshire.gov.uk</a>

NAME	POST TITLE	HELP / ADVICE ON	TEL	EMAIL ADDRESS
People Administration Team	Schools HR Team	Contracts – starters, leavers and changes	01522 782075	<a href="mailto:HRSchoolsteam@lincolnshire.gov.uk">HRSchoolsteam@lincolnshire.gov.uk</a>
Jane Bridgewater	HR Administration and Payroll Manager	Overall responsibility for operations in the Payroll, Pensions and HR Teams.	01522 550939	<a href="mailto:Jane.Bridgewater@lincolnshire.gov.uk">Jane.Bridgewater@lincolnshire.gov.uk</a>
Mark Davies	Schools HR Business Manager	Overseeing HR advisory support to schools		<a href="mailto:MarkZ.Davies@lincolnshire.gov.uk">MarkZ.Davies@lincolnshire.gov.uk</a>
Bethy Guyver	HR Business Partner Schools	Provide HR advisory support to schools		<a href="mailto:Beth.guyver@lincolnshire.gov.uk">Beth.guyver@lincolnshire.gov.uk</a>
Emily Thorpe	HR Business Partner Schools	Provide HR advisory support to schools		<a href="mailto:Emily.thorpe@lincolnshire.gov.uk">Emily.thorpe@lincolnshire.gov.uk</a>
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Income	AR Income Team	Heycentric, EReturn template & maintenance, Revenue code, Pay Point and Lodgement area creation. Setup and updating of school voucher / online payment EReturns		<a href="mailto:income@lincolnshire.gov.uk">income@lincolnshire.gov.uk</a>