

**Bristol Schools Forum**  
**Financial Reporting – iTrent HR and Payroll System**

<b>Date of meeting:</b>	26 <sup>th</sup> November 2019
<b>Time of meeting:</b>	5.00 pm
<b>Venue:</b>	Writing Room, City Hall

## 1 Purpose of the report

To update the Forum on the impact of the implementation of iTrent on financial reporting for those schools that buy back the HR and Payroll service from Bristol City Council Trading with Schools service.

## 2 Recommendation

Forum members are asked to note the contents of the report.

## 3 Background

### 3.1 Current position

Schools can forecast and budget their workforce costs. There were initial delays with posting school payroll costs but these were resolved by August. Significant project resources were also deployed to address the issues regarding implementation.

iTrent does provide increased functionality in respect of payroll reporting. However, we have had to withdraw the iTrent payroll reporting functionality in its original format as it included payment details for employees who work in more than one school or elsewhere in BCC.

We have replaced the iTrent report with a centrally produced report which only includes information relevant to the specific school plus additional information to make reconciliation easier. This report was sent out manually by TwS Finance for September and October. These reports were generated from our general ledger, ABW. We have replaced this with an automated report from iTrent which has been launched this month , and is emailed to Heads every Friday.

There are some costing processes which we are still refining. For example,

- **Employer pension deficit credits** –how we handle these for employees who have opted out.
- **Overpayment recovery** – invoicing employees who have been overpaid.
- **Maternity costs** –For schools which have opted into our insurance, we are working on a different method for showing the reimbursement.

Resolving the issues highlighted above may result in schools receiving backdated costs in future months.

**It is important that schools complete payroll reconciliations on a monthly basis to ensure they are aware of any underpayments or overpayments and adjust for them in their monthly budget monitoring.**

### **3.2 Impact on Schools that use BCC's finance systems**

Other than the issues of how maternity leave is posted mentioned above, and the cost code correction, there is no impact on schools that use BCC's finance systems as TwS Finance post the relevant information for them as part of the service they provide.

### **3.3 Impact on Schools that use third party finance systems.**

The change in layout of the report from September onwards may cause issues if a school uploads it to their budget planning software automatically. However, as the reports are provided in spreadsheet format, School Business Managers should be able to amend the format to suit their system.