

Key Facts:

1. The tool is stored in OneDrive. Folders have been set up for each education group and school.
2. The school folders have been shared with the appropriate head teacher. If the head teacher wishes any other member of staff to be given access, please email Catrina O'Neil (catrina.oneil@eastayrshire.org.uk) and Gordon Pearson (gordon.pearson@eastayrshire.org.uk).
3. The school's AFO also has access to the tool, as well as finance colleagues. **All figures should be checked and confirmed by the school's AFO.**
4. The **tool should remain in OneDrive** and any changes made within the browser – all changes are saved automatically. The file can be edited collaboratively – multiple users can update it at once.
5. The zoom buttons in the bottom right corner can be used to adjust the zoom accordingly.
6. The PEF Spend and Forecast Tool replaces the old PEF Spend Template. The tool is a guide - all figures should be checked by your AFO.

Tab Overview

Setup & Overview

- Contains an overview of the total funding available, including any carry forward from the previous financial year, the current year's allocation, and the planning and support contribution deduction.
- Key dates are displayed, relating to the current financial year and the end of the academic session (last day of the summer school holidays).
- An estimated pay increase is included for salaries that extend beyond the end of the financial year.
- A breakdown of the spending by area of focus has been added to assist with reporting to stakeholders.
- Editable fields – none.

Staffing Projection

- Contains two tables – teaching staff and non-teaching staff.
- A dropdown list of posts is provided, including enhancements. Salaries are automatically calculated based on start and end dates.
- Area of focus for the post has been added to assist with reporting to stakeholders.
- **The start date must be on or after the start of the current financial year.**
- **The end date must be on or before the end of the next academic session.**
- If the selected post is an enhancement, the staff member's substantive post must be selected.
- **Do not enter the staff member's full name – only use initials.**
- Manual entries must be completed in the Staffing Manual Entries tab. Manual entries should only be used if the post designation dropdown cannot be used.
- If the hours per week is more than the assumed hours for a post, the system will pro-rata the salary accordingly.
- Editable fields – post designation, area of focus, hours per week, start date, end date, substantive post, staff member initials.

Staffing Manual Entries

- **Manual entries should only be used if the post designation dropdown cannot be used.**
- A manual entry tab which auto-populates the Manual Entries totals in the Staffing Projection tab.
- Editable fields – all.

Purchases & Projected Spend

- Contains a table to enter purchases and forecasted spend. The detail codes for the purchase type is automatically populated.
- A breakdown of the spending relating to each purchase type is included to assist with reporting to stakeholders.
- The summary section provides an overview of the funding available and they proposed spend relating to staffing, purchases and the planning and support contribution.
- The balances at the bottom right highlights if there is an overspend, underspend or nil balance, and calculates the percentage of the total budget available.
- Editable fields – purchase type, area of focus, product / info, supplier, forecast spend.

EAC PEF Spend

- This is the tab which will be accessed and updated by AFO or finance colleagues.
- **This tab is auto-populated based on figures entered in the other tabs.**
- Following an update of actual spend figures, the corresponding finance reporting period will be updated.
- Editable fields – none. (AFO or finance colleagues will update actual spend figures).