



ISTEK UK LIMITED

Private Funds Manager Software for Wrap Around Care

Many thanks for your interest in the Private Funds Manager software for your school. Please find enclosed a brief information pack that gives you an idea of what Private Funds Manager can offer. It also includes a few sample reports.

More information can be found on our website, or by attending one of our live online demonstrations of the system or trying out our demo disk. Demos can be booked through our website on www.istekuk.com

The program is currently used by more than 2000 schools throughout the UK, including primary, secondary and academies. It has been in schools since the late 1990's being upgraded every year, and so is very well tried and tested. We are also partners with Capita, Parentpay, Parentmail and Schoolcomms.

I hope you find the information helpful and of course if you have any queries please do not hesitate to call.

Yours sincerely

Mandy Riddington



Commercial Partner

ISTEK UK LIMITED

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Company Registration No: 3752869 Registered Office as above.

Private Funds Manager



The Private Funds Manager (PFM) is a simple to use program for schools. **It provides functions for managing wrap around care** (as well as school fund, managing trips, fundraising, tickets and uniform if required).

PFM is used by schools and colleges throughout the UK - from **nursery** schools and small **primaries**, to large **academies**. More than **2000** schools are using the program, which was first introduced in **1999**.

PFM manages **before/after school clubs**, either those that are booked in advance, or those where children are charged in arrears after attendance. For this booked in advance, PFM can produce **invoices** for the **sessions**, and **can** then produce **attendance records, payment reports, statements and chase up letters**.



PFM **links well** with other programs, with online applications and with Microsoft programs. We are a partner of **Capita Sims** as well as several online payment providers.

PFM provides an **automatic, inbuilt facility to accept bank transfers & internet payments** made through the internet banking system. This facility is **free of charge** and allows parents to pay online for wrap around care. Alternatively, PFM can link with online payment providers such as Parentpay, Parentmail, SchoolComms and Teachers2Parents.



PFM processes **cash & cheque** payments simply & efficiently, producing **receipts** if required. It also processes childcare voucher. It can automatically read **standing orders and direct debits** from your bank statement, or you can setup standing order schedules in advance for recurring entries.

Pupil information is **automatically synchronised from Sims.net** (and other pupil record systems) ensuring that information such as medical details, pupil premium status and parent contact details are always up to date.



Payments out can be made from PFM either as **cash**, hand written **cheques**, **printed cheques** or through the **BACS** system.

Converting from an existing system

If you are currently using a different system for your wrap around care, then it's easy to convert across to PFM. You just need a list of accounts/clubs/sessions from your existing system, any closing balances you want to bring forward and a closing bank balance. **This might be another program or from spreadsheets/ledgers.** You will also need any outstanding balances if money is currently owed by pupils.

We provide a **free of charge online setup session** that runs through this, and **takes less than an hour to complete**. This is what we do:

1. Install PFM on your server – the CD autoruns and only takes about a minute to install
2. Enter the school name on the registration screen
3. Set up the link with your pupil records system – provide a valid Sims.net username and password and the student information is automatically synchronised in.
4. Setup your bank accounts- provide a 3 character code, an account name, sort code and account number for each.
5. Setup your various clubs or sessions (and any other required accounts) – we call these Short Codes. Each has a code of up to 10 characters eg ASCAUT18 , and a full name such as After School Club Autumn Term 2018
6. Select the students who are part of this account (ie people attending the club)
7. Enter opening balances as taken from your existing system.
8. That's it - you are ready to start processing.

Some Sample Reports

Wrap around reports
Attendance reports – one student (or many)

Attendance Record

Date 11/04/2018

Private Funds Manager Demo - Private Fund

**After School Club Attendance Record for Coombes Sasha [11H] from
09/04/2018 to 06/05/2018 (inclusive).**

<u>Week Commencing</u>	<u>Mon</u>	<u>Tu</u>	<u>Wed</u>	<u>Th</u>	<u>Fri</u>	<u>Cost</u>	<u>Received</u>	<u>Balance</u>
Balance brought forward								-£18.75
09/04/2018	✓	×	×	×	×	£3.00	£10.00	-£11.75
16/04/2018	✓	×	×	×	×	£3.00	£0.00	-£14.75
23/04/2018	✓	×	×	×	×	£3.00	£0.00	-£17.75
30/04/2018	×	×	×	×	×	£0.00	£0.00	-£17.75
						£9.00	£10.00	-£17.75

Registers – can be daily or weekly

Date 11/04/2018

Private Funds Manager Demo - Private Fund

**Register for After School Club
from 09/04/18 to 13/04/18**

Person(s) Responsible : MMK
Details :

Name [Class]	M	Tu	W	Th	F	Notes
Coombes Sasha [11H]						
Coombes Sophie [8B]*						
Luff James [9J]*						
Noyer Charlie [9H]						No aspirin
Riddington Sam [8A]						Allergic to Shellfish
Ridout Louisa [10N]						Epipen
Rose Kay [11H]*						Heart murmur
1						
2						
3						
4						
5						
6						

Contact List

Date of Trip : Saturday 23 June 2012

Person(s) Responsible : Zaccarini Carlos.

Details : 40 students are attending. 39 students attending. James Easter withdrawn but £60 deposit retained.

<u>Name</u>	<u>Class Year</u>	<u>Permission</u>	<u>M/F</u>	<u>DOB</u>	<u>Tel No.</u>	<u>Notes</u>
Amos Jordan	10CA 10		M	13/07/1997	01622 862313 / 07807 686738	
Branley-Harker Matt..	10CA 10		M	24/09/1996	01622 747948 / 07933 527195	Asthma
Brown Joel	10CA 10		M	10/06/1997	01732 882992 / 07539 223011	
Clarkson Luke	10CA 10		M	20/08/1997	01622 757446 / 07944 569527	
Coward Samuel	10CA 10		M	01/10/1996	01622 630369 / 07934 478862	
Davis George	102C 10		M	11/06/1997	01622 693341 / 07739 024210	Asthma. Severs Disease in right heel
Dibble Timothy	10GD 10		M	12/03/1997	01732 762812 / 07885 951895	Perferation of the right ear drum
Dighton Harry	10RH 10		M	14/08/1997	01732 220870 / 07789 138557	
Easter James	10GD 10		M	23/12/1996	01622 859901 / 07854 100006	Mild asthma
Epps Jack	10CA 10		M	01/11/1996	01732 840276 / 07936 080865	Asthma
Glenie Jamie	10CA 10		M	10/12/1996	01580 893021 / 07970 713957	Supravalvar aortic stenosis repaired 2001
Godfrey Thomas	10CA 10		M	03/03/1997	01622 679679 / 07841 534370	Asthma - mild
Grimwood John	10AN 10		M	23/03/1997	01622 751664 / 07976 717135	Allergy fish

Medical Report

<u>Name</u>	<u>Class</u>	<u>Medical Notes</u>	<u>Medical Conditions</u>
Amos Jordan	10CA		
Branley-Harker Matthew	10CA	Asthma	
Brown Joel	10CA		
Clarkson Luke	10CA		
Coward Samuel	10CA		
Davis George	102C	Asthma. Severs Disease in right heel	
Dibble Timothy	10GD	Perferation of the right ear drum	
Dighton Harry	10RH		
Easter James	10GD	Mild asthma	
Epps Jack	10CA	Asthma	
Glenie Jamie	10CA	Supravalvar aortic stenosis repaired 2001	
Godfrey Thomas	10CA	Asthma - mild	
Grimwood John	10AN	Allergy fish	

Payments received / owing

<u>Online Payments - Private Fund</u>							Date 04/06/2013
<i>Registered Charity No. 16656336</i>							
<u>Payments Received for 2012 TRSALOU.</u>							
<u>Yr 10 Salou Spain June 2012</u>							
Date of Trip: Saturday 23 June 2012							
Person(s) Responsible: Zaccarini Carlos							
Details: 40 students are attending. 39 students attending. James Easter withdrawn but £60 deposit retained.							
Name	Class	Year	Amt Due	Amt Paid	Amt Owing	Permission	
Amos Jordan	10CA	10	£750.00	£300.00	£450.00		
Bramley-Harker Matt..	10CA	10	£750.00	£300.00	£450.00		
Brown Joel	10CA	10	£750.00	£300.00	£450.00		
Clarkson Luke	10CA	10	£750.00	£300.00	£450.00		
Coward Samuel	10CA	10	£750.00	£300.00	£450.00		
Davis George	10ZC	10	£750.00	£300.00	£450.00		
Dibble Timothy	10GD	10	£750.00	£300.00	£450.00		
Dighton Harry	10RH	10	£750.00	£200.00	£550.00		
Easter James	10GD	10	£750.00	£60.00	£690.00		
Epps Jack	10CA	10	£750.00	£300.00	£450.00		

FINANCIAL REPORTS

Income & expenditure

<u>Online Payments - Private Fund</u>					Date 04/06/2013
<u>Income and Expenditure Report for Period to 04/06/2013 Inclusive</u>					
		<u>Opening</u>	<u>Income</u>	<u>Expenditure</u>	<u>Closing</u>
2011TRBBCTRI..	Yr13 BBC Trip 3 Dec 2011	£0.00	£50.50	£47.80	£2.70
2011TRBUTSE..	Yr7 Butser Farm Trip	£0.00	£4,123.55	£3,396.60	£726.95
2011TRCHEMI..	Yr12/13 Chemistry in Action 8/12/11	£0.00	£1,571.25	£1,271.00	£300.25
2011TRCREATI..	Closed. Yr 12/13 CREATIVE PROCESS 11	£0.00	£607.35	£607.35	£0.00
2011TRNATGA..	National & Portrait Gallery	£0.00	£331.00	£350.00	-£19.00
2011TRSCIENC..	Yr 9 Science in Action 18/11/11	£0.00	£1,482.25	£1,250.00	£232.25
2012DARTOB	Dartmoor Outward Bound Course	£0.00	£0.00	£0.00	£0.00
2012GAMES	Yr 10 & 11 Offsite Games	£0.00	£9,970.00	£0.00	£9,970.00
2012GEOGFIE..	Year 12 Geography Field Work 2012	£0.00	£484.00	£0.00	£484.00
2012HARVARD..	Yr12/13 Harvard MUN January 2012	£9,000.00	£31,843.00	£35,964.43	£4,878.57
2012HOODIES	2012 Hoodies	£0.00	£115.00	£0.00	£115.00
2012LAKE GAR..	Rugby Tour Italy April 2012	£4,820.00	£15,500.00	£0.00	£20,320.00
2012RUGBYSP..	Lake Garda Rugby Sponsorship for kit	£0.00	£4,234.00	£2,157.60	£2,076.40
2012SATIEBAD..	Sales of Ties and Badges	£0.00	£186.35	£0.00	£186.35
2012TATE	2012 Tate Modern Trip	£0.00	£0.00	£0.00	£0.00
2012TRFICITY..	Yr13 F1 in Schools City University	£0.00	£135.00	£132.00	£3.00
2012TRFUTUR..	Yr9 Paris/Futuroscope June 2012	£0.00	£5,181.75	£2,000.00	£3,181.75
2012TRGERMA..	Yr8/9 Germany June 2012	£0.00	£5,600.00	£2,000.00	£3,600.00
2012TRPARLIA..	Houses of Parliament 22 Feb 2012	£0.00	£220.00	£0.00	£220.00
2012TRPARLIA..	Houses of Parliament 22 Feb 2012	£0.00	£220.00	£0.00	£220.00

Summary Balance Sheet -

Date 04/06/2013

Online Payments - Private Fund

Summary Balance Sheet for the Period to 04/06/2013 Inclusive

Excess of Income over Expenditure	£0.00
Opening Balances	£122,663.66
Movement in Period	£40,219.42
Closing Balance	£162,883.08

Represented By

Cash	£0.00
FEX - Foreign exchange	£1,211.82
NAT - Nat West	£142,949.12
OP - Online Payments	£0.00
PC - Petty Cash	£318.56
RES - Reserve a/c	£18,403.58
	£162,883.08
	£162,883.08

Audit Trail

Audit Trail				
<u>Online Payments - Private Fund</u>				Date 04/06/13
Registered Charity No. 16656336				
<u>Audit Trail for the Period</u>				
<u>01/09/11 to 04/06/13 inclusive.</u>				
No.	A/C	Short Code	Amount	Date Notes
5864	NAT	2012GAMES	£40.00	08/09/11 Cheque 100030 from Hage George [9DW]
5865	NAT	2012GAMES	£40.00	08/09/11 Cheque 500910 from Coward Samuel [9CA]
5866	NAT	2012GAMES	£40.00	08/09/11 Cheque 102782 from Corbyn William [10TS]Mr J Corbyn
5867	NAT	2012GAMES	£40.00	08/09/11 Cash from Britto Patrick [10SF]Cash
5868	NAT	2012GAMES	£40.00	08/09/11 Cheque 200786 from Derbyshire Robert [10LH]
5869	NAT	2012GAMES	£40.00	08/09/11 Cheque 102338 from Hunter Sebastian [10LH]K P W Hunter
5870	NAT	2012GAMES	£40.00	08/09/11 Cheque 000662 from Gandhi Roshan [10PH]Mr S Gandhi
5871	NAT	2012GAMES	£40.00	08/09/11 Cheque 022011 from Galligan Henry [10SF]Mr T P Galligan
5872	NAT	2012GAMES	£40.00	08/09/11 Cheque 200473 from Brown Dominic [11MY]Mr & Mrs ME Brown

Account Balances

Account Balances		
<u>Online Payments - Private Fund</u>		Date 04/0
Registered Charity No. 16656336		
<u>Account Balances to 04/06/13 Inclusive.</u>		
Short Code	Full Description	Current Balance
2011TRBECTRIP	Yr13 BBC Trip 3 Dec 2011	£2.70
2011TRBUTSER	Yr7 Butser Farm Trip	£726.95
2011TRCHEMINAC..	Yr12/13 Chemistry in Action 8/12/11	£300.25
2011TRCREATIVE	Closed. Yr 12/13 CREATIVE PROCESS 11	£0.00
2011TRNATGAL	National & Portrait Gallery	-£19.00
2011TRSCIENCEIN..	Yr 9 Science in Action 18/11/11	£232.25
2012DARTOB	Dartmoor Outward Bound Course	£0.00
2012GAMES	Yr 10 & 11 Offsite Games	£9,970.00
2012GEOGFIELD	Year 12 Geography Field Work 2012	£484.00
2012HARVARDMU..	Yr12/13 Harvard MUN January 2012	£4,878.57
2012HOODIES	2012 Hoodies	£115.00
2012LAKE GARDA	Rugby Tour Italy April 2012	£20,320.00
2012RUGBYSPON..	Lake Garda Rugby Sponsorship for kit	£2,076.40
2012SATIEBADGE	Sales of Ties and Badges	£186.35
2012TATE	2012 Tate Modern Trip	£0.00
2012TRF1CITYUNI	Yr13 F1 in Schools City University	£3.00
2012TRFUTUROSC..	Yr9 Paris/Futuroscope June 2012	£3,181.75
2012TRGERMANY	Yr8/9 Germany June 2012	£3,600.00
2012TRPARLIAME..	Houses of Parliament 22 Feb 2012	£220.00
2012TRSALOU	Yr 10 Salou Spain June 2012	£5,460.00
2012WORLD CHAL..	World Challenge July 2012	£790.57

BANK REPORTS

Balances report

Bank Account Balances	
Date 04/06/2013	
<u>Online Payments - Private Fund</u>	
<u>Bank Account Balances for the Period to 04/06/2013 Inclusive</u>	
Cash	£0.00
NAT - Nat West	£142,949.12
PC - Petty Cash	£318.56
FEX - Foreign exchange	£1,211.82
RES - Reserve a/c	£18,403.58
OP - Online Payments	£0.00
	£162,883.08

Bank Rec report

Date 04/06/2013

Online Payments - Private Fund

Transaction Reconciliation Listing for the Account NAT - Nat West
Statement Ref 803.

Date	Description	Opening Balance	
		Receipts	Payments
			£133,426.86
Reconciled Items			
06 Oct 2011	ref 102517	£2.75	
11 Oct 2011	102428/9		£2,005.00
11 Oct 2011	102465/6		£1,025.00
11 Oct 2011	102465/6G	£1,025.00	
11 Oct 2011	102461/2G	£2,545.00	
		£3,572.75	£3,030.00
			Statement Closing Balance £133,969.61
Unreconciled Items			
11 Oct 2011	102461/2		£2,545.00
11 Oct 2011	102465/6Correction		£90.00
11 Oct 2011	102465/6Gcorrection	£90.00	
11 Oct 2011	102428/9G	£2,005.00	
12 Oct 2011	102485		£3,230.00
12 Oct 2011	102460		£775.00
12 Oct 2011	102446		£120.00
12 Oct 2011	102446G	£120.00	
12 Oct 2011	102460G	£775.00	
12 Oct 2011	102485	£1,525.00	
12 Oct 2011	102485G	£1,705.00	
18 Oct 2011	Refund cheque 011496 to Mrs. J. Gerald for		£10.00

Unreconciled items report

Date 04/06/2013

Online Payments - Private Fund

Unreconciled Transaction Listing for the Account NAT - Nat West

Date	Description	Opening Balance	
		Receipts	Payments
			£133,969.61
11/10/2011	102428/9G	£2,005.00	
11/10/2011	102461/2		£2,545.00
11/10/2011	102465/6Correction		£90.00
11/10/2011	102465/6Gcorrection	£90.00	
12/10/2011	102446		£120.00
12/10/2011	102446G	£120.00	
12/10/2011	102460		£775.00
12/10/2011	102460G	£775.00	
12/10/2011	102485	£1,525.00	
12/10/2011	102485		£3,230.00
12/10/2011	102485G	£1,705.00	
18/10/2011	Refund cheque 011496 to Mrs. J. Gerald for Linstead Jessica [MI]		£10.00
02/11/2011	Cheque 011504 Sundry 011504 Mr D Harris Jack		£25.00
01/12/2011	Cheque 011517 Sundry 011517 PR & Mrs S Li re: refund of entry fee for Nicholas Li Yr 13		£12.55
01/12/2011	Cheque 011518 Sundry 011518 Ms H Butterworth re: refund of entry fee re: Harry Howard Yr 13		£18.45
06/12/2011	Cheque 011504 Contra Payment Sundry 011504 Jack Harris 11SE - returned this cheque since - no English re-sit	£25.00	
06/12/2011	Cheque BACS36A Sundry BACS36A The Training Partnership inv. 11-015775		£459.00

SHORT CODE (NOMINAL) REPORTS - Account summary

Summary Statement					
<u>Online Payments - Private Fund</u>					Date 04/06/2013
Summary Statement Report for Yr13 BBC Trip 3 Dec 2011 to 04/06/2013 inc. Short Code 2011TRBBCTRIP					
Budget	£0.00	Money Spent	£47.80	Budget less Spent	-£47.80
		Money Collected	£50.50	Collected less Spent	£2.70
		Opening Balance	£0.00	Closing Balance	£2.70
Receipts	<u>Date</u>	<u>Amount</u>	<u>Details</u>		
	07/12/2011	-£1.00	PI S/C Transfers. Transfer to INSURANCE Ref. 4 @ 25p		
	13/12/2011	£39.50	PI 102585/6/7. Cheque 100066 from Mrs J Anderson Mr RP Anderson for Ellis Anderson		
	22/03/2012	£12.00	PI 555.		
Unpresented Receipts					
	Total	£50.50			
Payments					
	06/12/2011	£47.80	Sundry BACS36E Matthew Dean reimbursement of expenses: train & parking		
Unpresented Payments					
	Total	£47.80			

STUDENT REPORTS - Student Transactions

Online Payments - Private Fund					Date 04/06/2013
Full Transaction Listing for Abd Al Khaliq Mobine [11HR] for the period 01/09/2011 to 04/06/2013.					
DOE Duke of Edinburgh					
<u>Date</u>	<u>Amount</u>	<u>Trans No</u>	<u>Payin Ref</u>	<u>Notes</u>	
22/09/2011	£14.50	6100	102492/49..	Cheque 000843 from Abd Al Khaliq Mobine [10HY]Dr AM Khaliq	
	£14.50				£14.50
EXAMS Exams					
<u>Date</u>	<u>Amount</u>	<u>Trans No</u>	<u>Payin Ref</u>	<u>Notes</u>	
14/10/2011	£22.50	7362	102524/52..	Cheque 000022 from Abd Al Khaliq Mobine [11HR]Mrs N Bibi	
16/11/2011	£19.60	7893	102550/1/..	Cheque 000025 from Abd Al Khaliq Mobine [11HR]Mrs N Bibi	
22/11/2011	£50.00	8057	102564/5	Cheque 000048 from Abd Al Khaliq Mobine [11HR]Mrs N Bibi	
	£92.10				£92.10
GAMES Yr 10 Off-site Games					
<u>Date</u>	<u>Amount</u>	<u>Trans No</u>	<u>Payin Ref</u>	<u>Notes</u>	

Student - amounts owing

<u>Online Payments - Private Fund</u>					<i>Date 04/06/2013</i>
<u>Account Statement for Abd Al Khaliq Mobine [11HR]</u>					
<u>Short Code</u>	<u>Description</u>	<u>Contribution</u>	<u>Due to Date</u>	<u>Paid to Date</u>	<u>Amount Due</u>
2012GAMES	Yr 10 &11 Offsite Games	£40.00	£40.00	£0.00	£40.00
DOE	Duke of Edinburgh	£13.50	£13.50	£14.50	£0.00
EXAMS	Exams	£171.60	£171.60	£92.10	£79.50
GAMES	Yr 10 Off-site Games	£0.00	£0.00	£40.00	£0.00
TRRECVLVER..	Closed. Yr10 Reculver Geog	£12.00	£12.00	£12.00	£0.00
		£237.10	£237.10	£158.60	£119.50

Private Funds Manager From ISTEK UK LIMITED



Order Form

To order the Private Funds Manager software please either return this form by fax or post, or send a purchase order to the address below.

The software will be dispatched within two working days. It comes with a simple guide to installing and setting up the system which should be reasonably straightforward to follow. If you would prefer, we can come onsite to install the program and help you set it up, providing training on its use at the same time.

School Name

Address

.....

Contact Name Tel

Email:

Purchase Order No

Order for Private Funds Manager Primary @ £195 multi-user with

First years licence including support and upgrades primary @£96

OPTIONAL Onsite installation, setup and training @ £425

Please email us on info@istekuk.com

Istek UK Limited, 3 St Ursula's Close, Salisbury, Wiltshire SP1 3FY