

It takes a lot to manage the finances of an Academy or a Multi Academy Trust. Therefore it is essential that not only do you have the right people in place, but you have the best systems available to produce the correct data in the right format for all the stakeholders, whether it be Governors, Heads of Department or the Business and Finance team.

Cost is always a consideration, so you will also be looking for a good value proposition producing the correct year end and monthly reports, as easy as possible!

## The Academy Solution

Dayta is the only Sage Business Partner able to provide academies the full range of Sage products with the right financial solution to suit their needs, from the small stand-alone Primary, to the largest MAT.

### How?

In 2011, Dayta was the first to produce a reporting system based around Sage 50 that allows Academies to produce everything they need in a straightforward and inexpensive way.

As developers, we have continued to listen to and work with Academies to create the functionality you need.

### What's in the Academy Solution?

- ▶ Sage 50 Accounts Professional software
- ▶ The Academy Report Pack – unlimited users
- ▶ Purchase Order Requisitions – unlimited users
- ▶ Telephone Support
- ▶ Remote Setup and Installation
- ▶ Two Days Training at your Academy
- ▶ Full Course Notes
- ▶ Ledger Codes Based on ESFA Reporting



"I was very clear that this was the accounting solution that I wanted to replace the legacy LA system in our MAT. Only one of my finance team had previously used Sage, with the rest very nervous of the change, however with the expert and dedicated help of Dayta, we were up and running very quickly, producing compliant management accounts with a minimum of fuss."

*Paul Harvey, Business and Finance Director, Redditch RSA Academies Trust*

## Sage 50 Software

Sage 50 is the engine of the Dayta Academy Solution. As the most popular and easy to use finance software in the UK, it's no surprise it competently handles the day to day accounting needs of schools and academies. You don't have to be an accountant to use it and after just one day's training the system can be used with confidence. From sending out purchase orders and paying suppliers to VAT returns or VAT 126 reports, bank reconciliations and handling your fixed assets – Sage 50 has everything you need

## Dayta Report Pack

The Statutory Reports deliver the year-end information in the format specified by the ESFA and the Management Reports are ideal for keeping your Governors, Heads of Year and Budget Holders up to date with income and expenditure compared with budget and forecast. All reports are regularly updated by Dayta to meet any changes in legislation. The reports available

- ▶ SoFA, SoFA Notes & SoFA Transactions
- ▶ Balance Sheet & Balance sheet Notes
- ▶ ESFA Budget Forecast
- ▶ Outturn by Department
- ▶ Detailed Income & Expenditure
- ▶ Departmental Analysis
- ▶ Income & Expenditure by Department
- ▶ Budget Monitoring Summary & Budget Monitoring with Transactions
- ▶ Consolidation for MATs

The screenshot shows the Sage 50 Accounts Professional interface for Dayta Academy. The main window displays a list of suppliers under the 'Suppliers' category. The list includes columns for A/C, Name, and Inactive status. The following table represents the data visible in the screenshot:

A/C	Name	Inactive
366001	BFS Group Ltd T/A 3663	
ABE001	Amanda Bentley	
ABO001	A Bowers	
ADT001	ADT Fire and Security Plc	
AFR001	A Frisby	
AQA001	AQA Education Limited	
ARC001	Archant Community Media Ltd (Herts)	
ASP002	A Spicer	
ATH001	Athene Communications	
AUT001	Automated Systems Group Ltd	
AWO001	J A Woods	
BTPO01	British Transport Police	
BTPO02	BT Payment Services Ltd	
CAM001	Cambridgeshire County Council	
CAM002	Cambridge Water Company	
CAM003	CamCab Ltd	
CAM004	Local World Ltd	
CAP001	Capla Business Services Ltd	
CDS001	CDS&S	
CEFO01	Centre For Education & Finance Management ...	
CHATERAL	Chater Allen LLP	
CND001	C Nicholls	
COM001	Computershare Voucher Service	
COM002	Commercial Cover Ltd	
COM003	Computer Products Limited	
COMPOUND	Compounds for Science	
COZ001	Hitachi Capital Invoice Finance	
DAY002	Dayta Designs Ltd	



**Calthorpe Academy**

Working to learn, learning to work... routes to success

"I can't speak highly enough of the response that I get from Dayta Designs.

My team were bowled over by the training and how much they learned, they came out of the first session thinking "I know the system!"

Another impressive element to both Sage and Dayta Designs."

Adam Miles,  
Strategic Business Manager,  
Calthorpe Academy

## Report Examples

### DAYTA ACADEMY TRUST

#### Retrospective Budget Monitoring Report as at Month 12, August 2017

Description	(Income) Year to Date	Expenditure Year to Date	Actual Year to Date	Budget Year to Date	%	Surplus/ (Deficit)
<b>Funding</b>						
General Annual Grant	(7,466,876.00)	0.00	(7,466,876.00)	(8,936,623.00)	83.55%	(1,469,747.00)
Other DfE/EFA Grants	(129,426.38)	0.00	(129,426.38)	(25,380.00)	509.95%	104,046.38
Pupil Premium	(219,402.00)	0.00	(219,402.00)	(248,340.00)	88.35%	(28,938.00)
Local Authority SEND Money	(40,325.00)	0.00	(40,325.00)	(87,867.00)	45.89%	(47,542.00)
Other Local Authority Grants	(91,446.04)	0.00	(91,446.04)	0.00	0.00%	91,446.04
PGCE and other Grants	(61,158.00)	0.00	(61,158.00)	(5,000.00)	>999%	56,158.00
	(8,008,633.42)	0.00	(8,008,633.42)	(9,303,210.00)	86.08%	(1,294,576.58)
<b>Other Income</b>						
Income from Foundation Governors	(12,200.00)	0.00	(12,200.00)	(12,200.00)	100.00%	0.00
Income from Trading Services and Charitable Activi	(65,938.41)	0.00	(65,938.41)	(79,800.00)	82.63%	(13,861.59)
Income - Other	37,378.69	0.00	37,378.69	(130,000.00)	-28.75%	(167,378.69)
Income - Bank Interest	(721.01)	0.00	(721.01)	(500.00)	144.20%	221.01
Supply Income	(1,105.00)	0.00	(1,105.00)	(500.00)	221.00%	605.00
Goods for resale	(2,341.00)	591.00	(1,750.00)	(2,000.00)	87.50%	(250.00)
Catering Services	(265,301.49)	235,931.22	(29,370.27)	0.00	0.00%	29,370.27
Lettings	(101,602.05)	72,435.28	(29,166.77)	0.00	0.00%	29,166.77
Playgroup	(69,668.10)	43,417.10	(26,251.00)	0.00	0.00%	26,251.00
Building Services	(2,331.51)	94.17	(2,237.34)	0.00	0.00%	2,237.34
Finance and Payroll Services	(1,845.97)	0.00	(1,845.97)	0.00	0.00%	1,845.97
IT and Printing Services	(18.95)	0.00	(18.95)	0.00	0.00%	18.95
Goods for resale	(46.63)	4,705.75	4,659.12	0.00	0.00%	(4,659.12)
Consultancy	(7,470.00)	0.00	(7,470.00)	0.00	0.00%	7,470.00
Trips	(4,876.00)	0.00	(4,876.00)	0.00	0.00%	4,876.00
Charity	(12,028.41)	2,004.71	(10,023.70)	0.00	0.00%	10,023.70
<b>Capital Income and Expenditure</b>						
Income for Capital Projects funded by Planning Gains						
<b>Teaching &amp; Support Staff Costs</b>						
Teachers Pensions for Ex Teachers						
Leadership						

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### Dayta Academy

#### Statement of Financial Activities For the year ended: 31 August 2017 (including Income and Expenditure Account)

	Note	Unrestricted Funds £	Restricted General Funds £	Restricted Fixed Assets Funds £	Total 2017 £
<b>Income and endowments from:</b>					
Donations and capital grants	3	0.00	415,072.25	0.00	415,072.25
Charitable activities:					
Funding for the academy trust's educational operations	4	281,934.61	5,745,513.29	30.00	6,027,477.90
Other trading activities	5	248,628.24	41,716.66	0.00	290,344.90
Investments	6	0.00	8,810.44	0.00	8,810.44
<b>Total</b>		530,562.85	6,211,112.64	30.00	6,741,705.49
<b>Expenditure on:</b>					
Raising funds	7	1,327.58	837.36	0.00	2,164.94
Charitable activities:					
Academy trust educational operations	8	154,542.18	6,380,464.59	0.00	6,535,006.77
<b>Total</b>		155,869.76	6,381,301.95	0.00	6,537,171.71
<b>Net income / (expenditure)</b>		374,693.09	(170,189.31)	30.00	204,533.78
<b>Transfers between funds</b>	18	0.00	0.00	0.00	0.00
<b>Other recognised gains / (losses):</b>					
Actuarial (losses)/gains on defined benefit pension schemes	18, 29	0.00	0.00	0.00	0.00
<b>Net movement in funds</b>		374,693.09	(170,189.31)	30.00	204,533.78
<b>Reconciliation of funds</b>					
Total funds posted directly to reserves during year		0.00	0.00	0.00	0.00
Total funds brought forward at 01 September 2016		36,980.00	(745,842.00)	14,303,977.00	13,595,115.00
<b>Total funds carried forward at 31 August 2017</b>		411,673.09	(916,031.31)	14,304,007.00	13,799,648.78

## Multi Academy Trust?

The Academy report pack caters for both single schools and Multi Academy Trusts. Consolidated management and statutory reports are produced at the touch of a button.

## Dayta Purchase Order Requisitions

This program controls the entry and authorisation of purchase requisitions. It allows the recording of purchase requisitions, authorisation, checking if the purchase order will put that department over budget and automatic creation of the orders in Sage 50.

Purchase Requisition

**Dayta Secondary Academy**

Supplier: AQAEDUCA AQA Education  
 Address: Riverside House  
 44 Wedgewood Street  
 Aylesbury  
 HP19 7HL

Deliver to: Main Reception  
 Dayta Academy  
 Yew Tree Lodge  
 Yeat Farm  
 Wotton Underwood  
 HP18 ORL

Requisition No: 5 Sage Order No:   
 Requested by: Colin Hubbocks on 05/04/2016

Nominal Account: 3090 Examination Fees - Cost  
 Dept: 414 Drama & Performing Arts  
 VAT Code: T1 Standard rated transactions

Product Code	Description	Nominal	Dept	Fund	Quantity	Unit Price	Disc %	VC	Net	VAT	Total	Required by
S1	Drama A5 Exams	3090	414	1	20	55.00	0.00%	T1	1,100.00	220.00	1,320.00	
S1	Drama A2 Exams	3090	414	1	15	60.00	0.00%	T1	900.00	180.00	1,080.00	

Line Analysis Nominal Examination Fees - Cost Dept Drama & Performing Arts Fund Restricted - General Funds Requisition Total 2,000.00

Record: 2 of 2 Create Order in Sage Authorise Print New Add/Edit Lines Update Delete Exit

The system can be configured to enable individual members of staff and budget holders to login and enter requisitions, or alternatively all requisitions can be entered and authorised by office staff. On log-in (depending on configuration) you can see if there are any requisitions awaiting authorisation.

Requisition entry is quick & easy, taking the default nominal and VAT Code from the supplier and the department from the person making the request.

All requisitions must be authorised before proceeding to the creation of orders in Sage. The authorisation process checks:-

- ▶ The limit of the person making the requisition
- ▶ The limit of the person authorising the requisition
- ▶ Departmental budget compared with actual spend to date, including outstanding orders and requisitions
- ▶ Restrict Nominals, Departments and funds to predefined combinations

Once authorised, requisitions can be "posted" to Sage as purchase orders.

Audit trails and enquiry screens are available showing details of:-

- ▶ All requisitions
- ▶ Who made the requisition
- ▶ When and who authorised it
- ▶ The purchase order number generated in Sage

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