Department for Education

Section 251 financial data collection 2016 to 2017

COLLECT guide for local authorities

February 2016

Contents

Introduction

Local authorities (LAs) are required under Section 251 of the Apprenticeships, Skills, Children and Learning Act 2009 to prepare and submit an education and children and young people's services budget statement to the Secretary of State for Education.

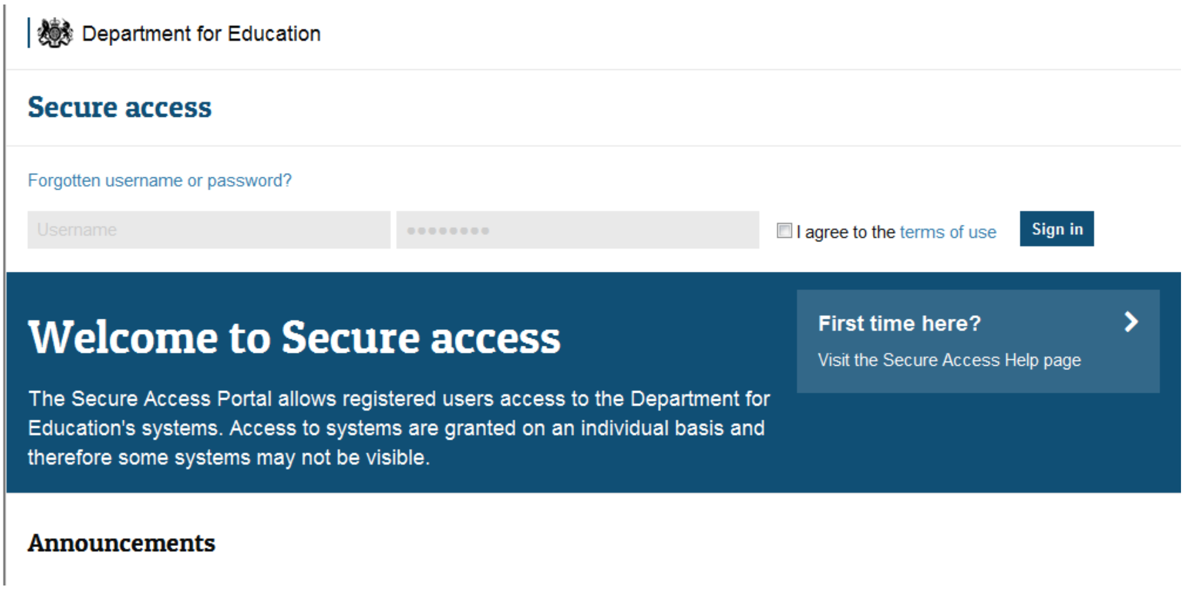
The budget statement applies to the period from 1 April 2016 to 31 March 2017 and must be submitted by 31 March 2016.

LAs must submit their budget statement using the DfE's centralised data collection and management system for education COLLECT (Collections On-Line for Learning, Education, Children and Teachers).

This advice is for LA finance officers and provides guidance for using the COLLECT system. For technical help, advice and assistance with meeting the standards and using the system, please contact the data collections helpdesk via a [data collections service request form.](#)

COLLECT and Secure Access

Access to COLLECT is through the department's [Secure Access System](#) (SA).

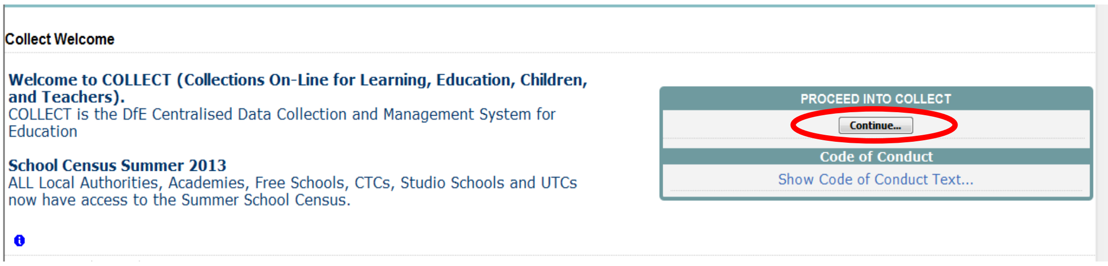


Please note some screen shots may refer to 2015. However the process is the same for the 2016 collection.

If you are a new user and require access to COLLECT, you will need to contact your local authority approver. Full [Secure Access](#) guidance is published online. Once successfully registered, click on the COLLECT link to access COLLECT.

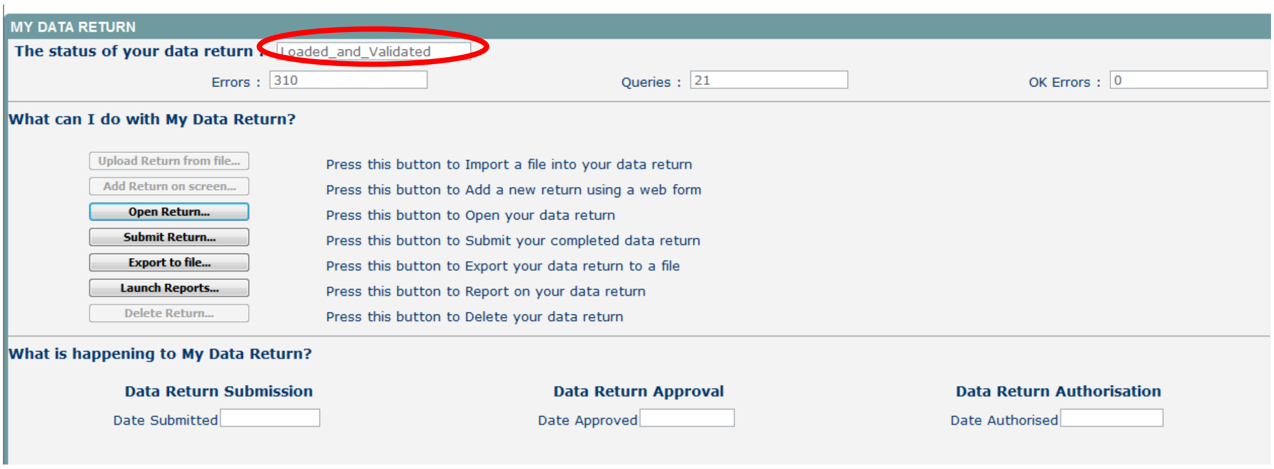
Logging in

Once successfully logged in you will be presented with the screen below. Select COLLECT. You will be taken into the COLLECT portal.



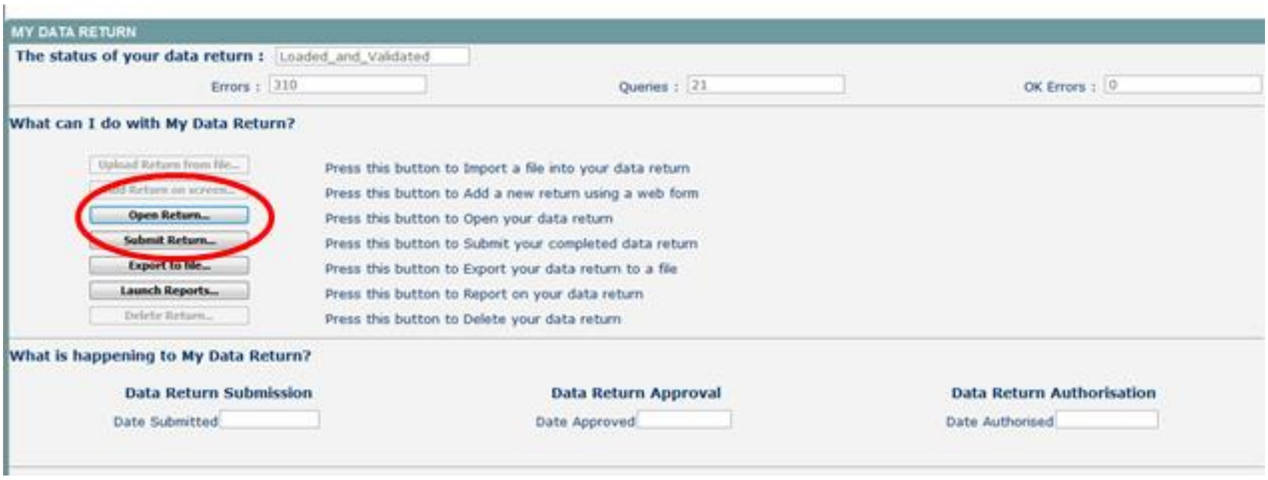
Click on Continue. Highlight ‘S251 Budget 2016-17’ and click on ‘Select Data Collection’. This will take you to the main ‘Source Page’.

LA Source page screen



On this page the options open to you will be highlighted and the status will be shown.

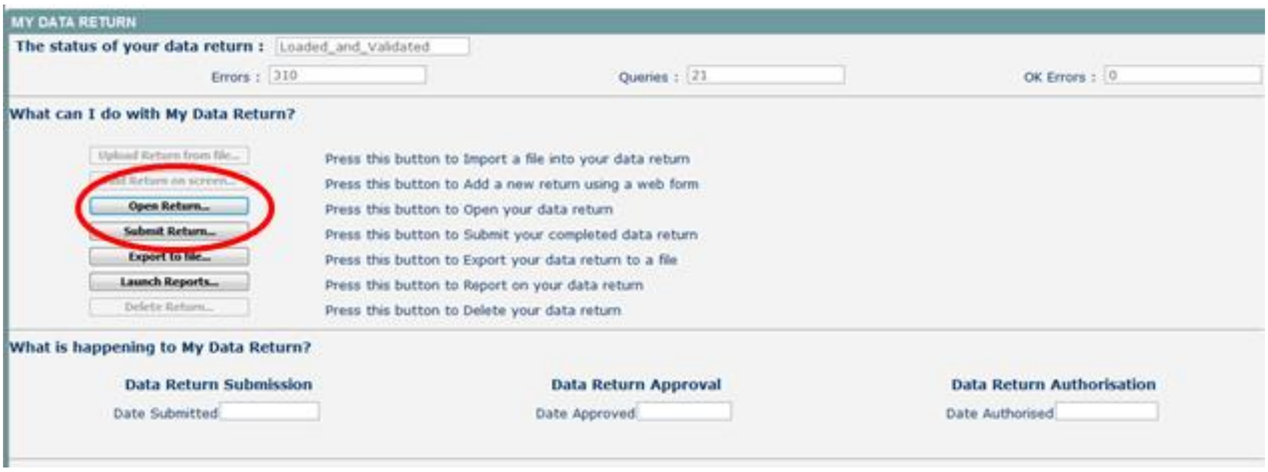
Status	Explanation
No Data	Data hasn’t been loaded
Loaded and validated	Data loaded but not submitted
Submitted	Data loaded and submitted
Authorised	Data loaded, submitted and authorised by DfE
Amended by Source	Data amended by LA
Rejected	Data loaded but rejected due to invalid format and or contents
Amended by collector	Data amended by DfE



An explanation of the function keys are:

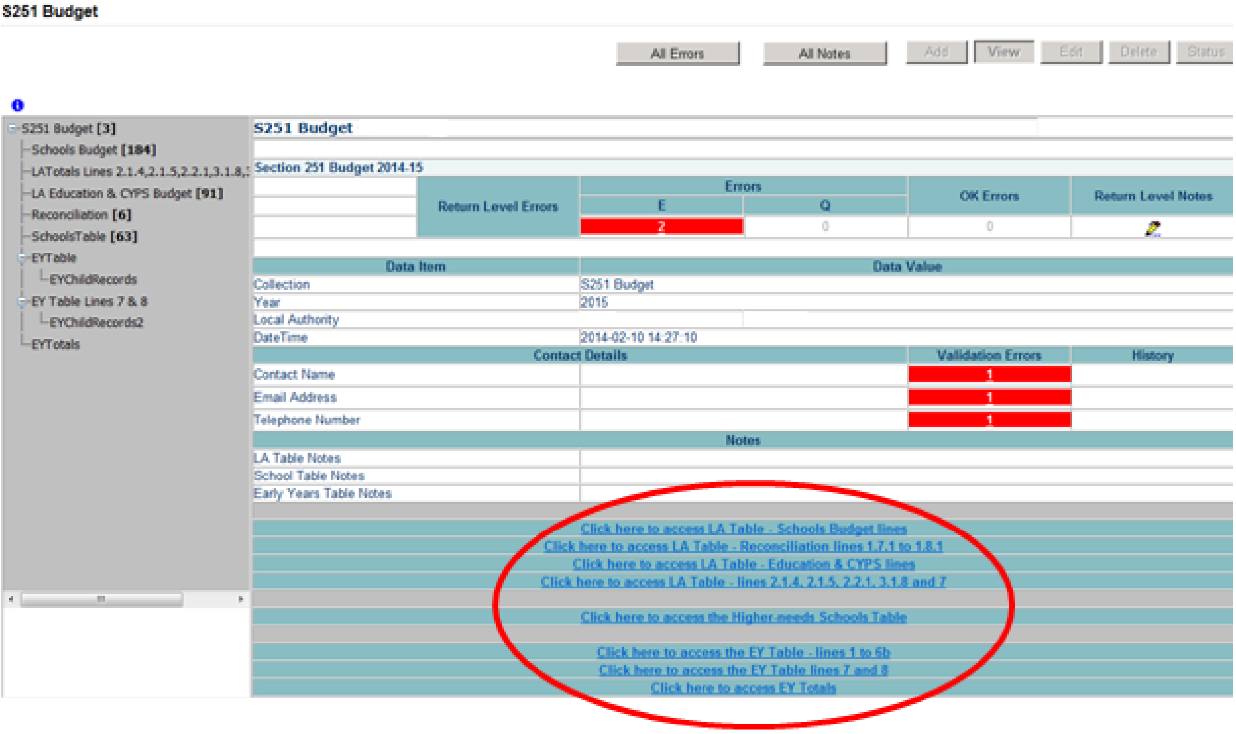
Function key	**Explanation**
Open Return	You will need to click on here to open the return (change for 16/17 return)
Submit Return	This option is greyed out until data is loaded and is used to submit the data to the DFE – this should only be done when the data is complete and clean. Control then passes to the DFE.
Launch Reports	This allows you to run the associated reports.

Making your return



To input data and make a return for a LA, you must click the ‘Open return’ button as shown above.

Viewing/ editing LA table data

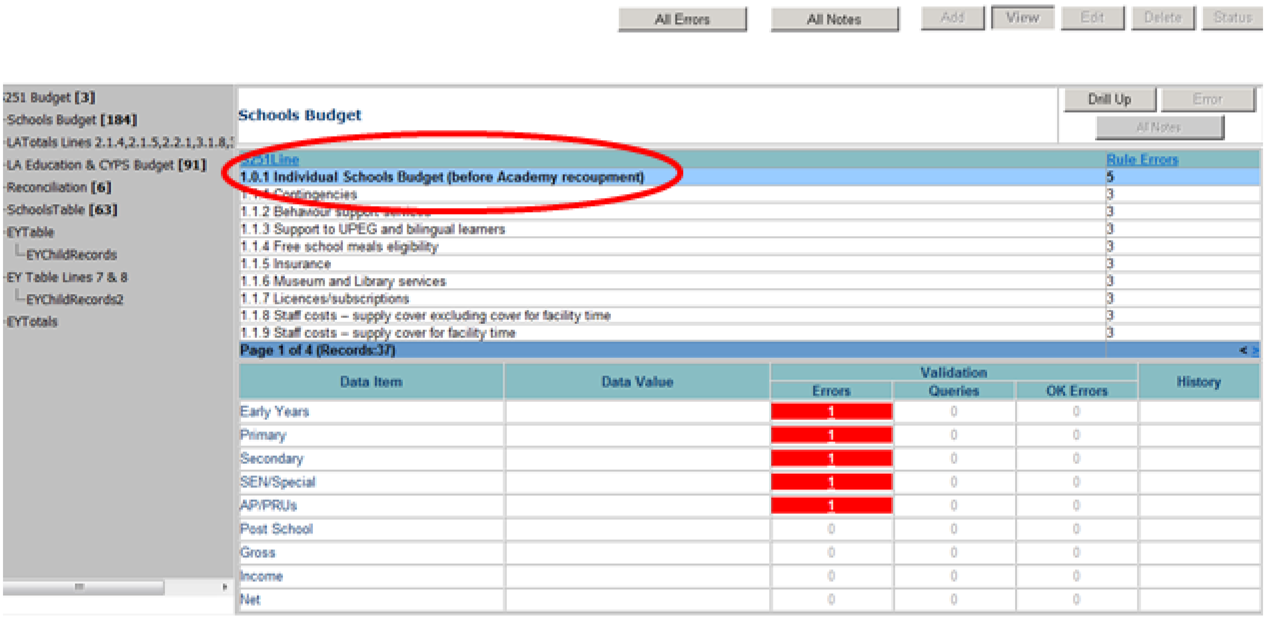


Once you have completed the first screen with general contact data, you will then need to go into each section to enter your data.

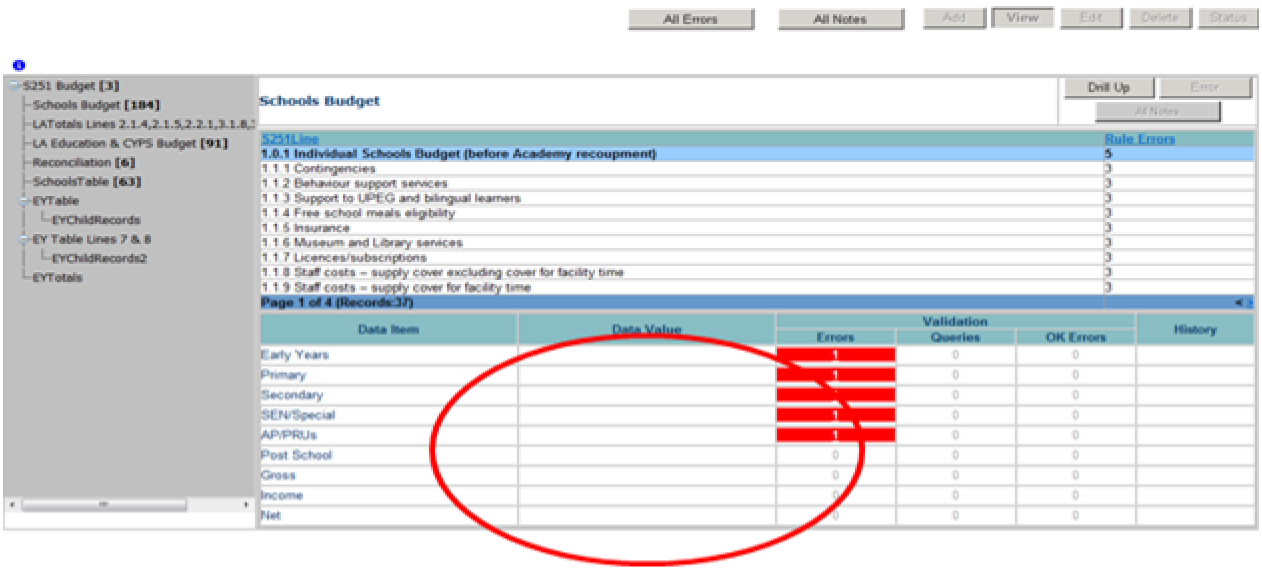
To view and edit your LA table click on the each on the hyperlinked sections.

School budget lines

Each line in the top half of the screen represents school budget lines. In the example below 1.0.1 Individual Schools Budget (before Academy recoupment) is highlighted.



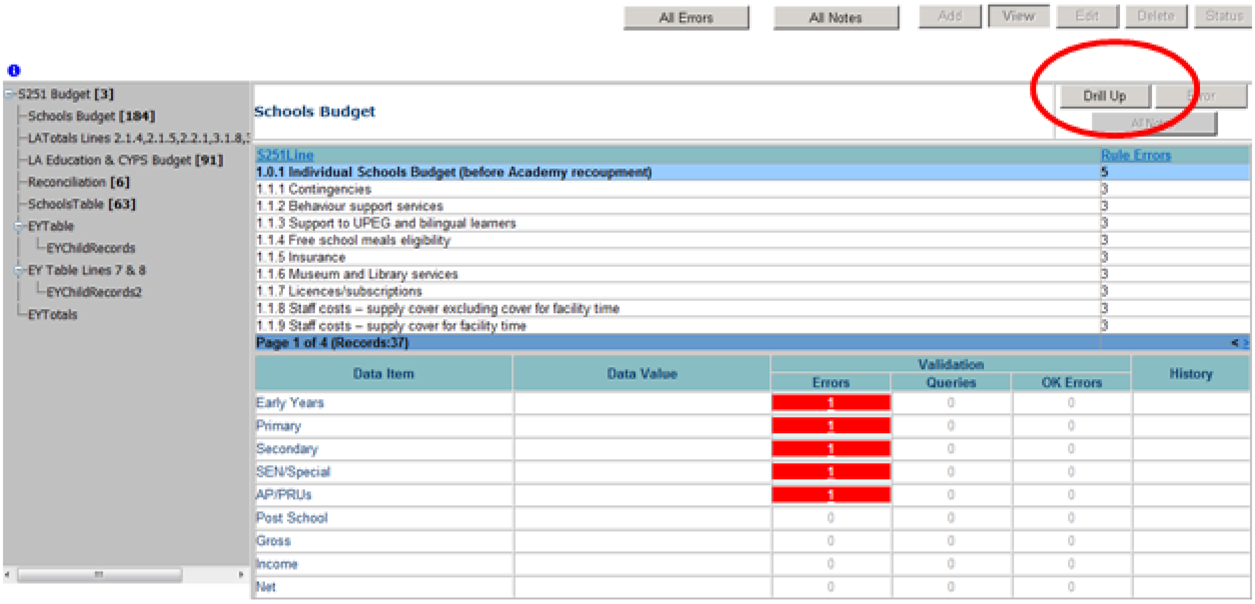
In order to enter the data click on ‘Edit’ which will activate the ‘Data Value’ fields in the bottom half of the screen.



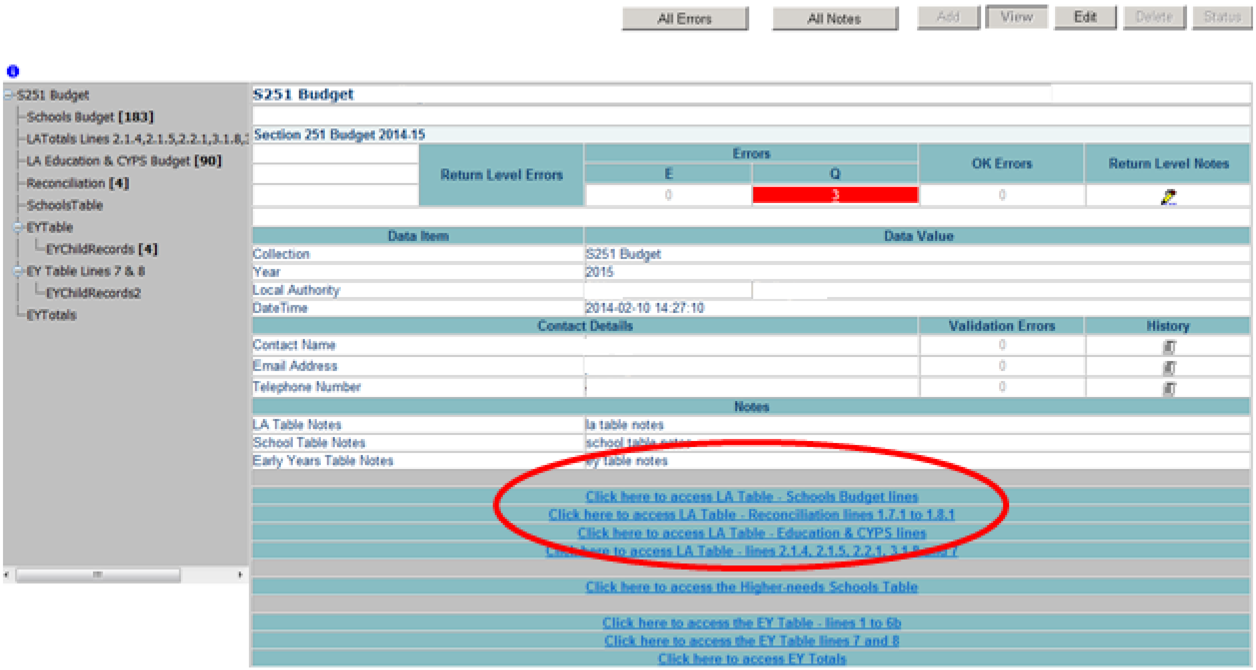
Navigation to the remaining rows is via the **< >** buttons.

You are required to only enter data adjacent to the field showing errors. Any field under data value that does not show an error does not require an entry. Please leave them blank because it is either a calculated field or does not require an entry.

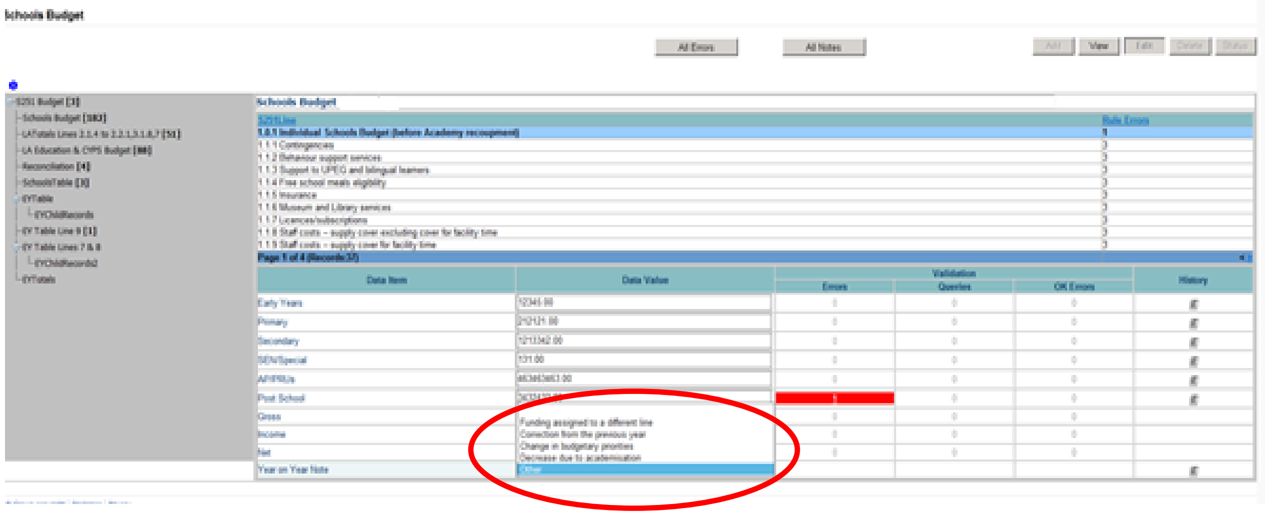
Once all lines have been completed you can return to the first page of your budget return by clicking on ‘Drill Up’.



To continue to complete your budget LA table data click on each of the blue hyperlinked LA table sections, click on ‘Edit’ and enter the data values again.

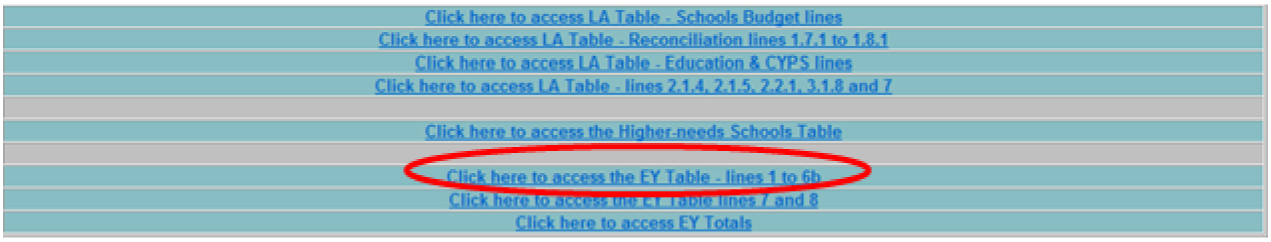


To clear a year on year query, select an appropriate reason from the ‘Year on Year Note’ drop down menu.


Schools Budget
All Errors
All Notes
View
Schools Budget
1.0.1 Individual Schools Budget (before Academy recoupment)
1.1.1 Contingencies
1.1.2 Behaviour support services
1.1.3 Support to UPEG and bilingual learners
1.1.4 Free school meals eligibility
1.1.5 Insurance
1.1.6 Museum and Library services
1.1.7 Licences/subscriptions
1.1.8 Staff costs – supply cover excluding cover for facility time
1.1.9 Staff costs – supply cover for facility time
Data Item
Data Value
Validation
Errors
Queries
OK Errors
History
Early Years
Primary
Secondary
SEN/Special
AP/PRUs
Post School
Gross
Income
Net
Year on Year Note
Funding assigned to a different line
Correction from the previous year
Change in budgetary priorities
Decrease due to academisation
Other

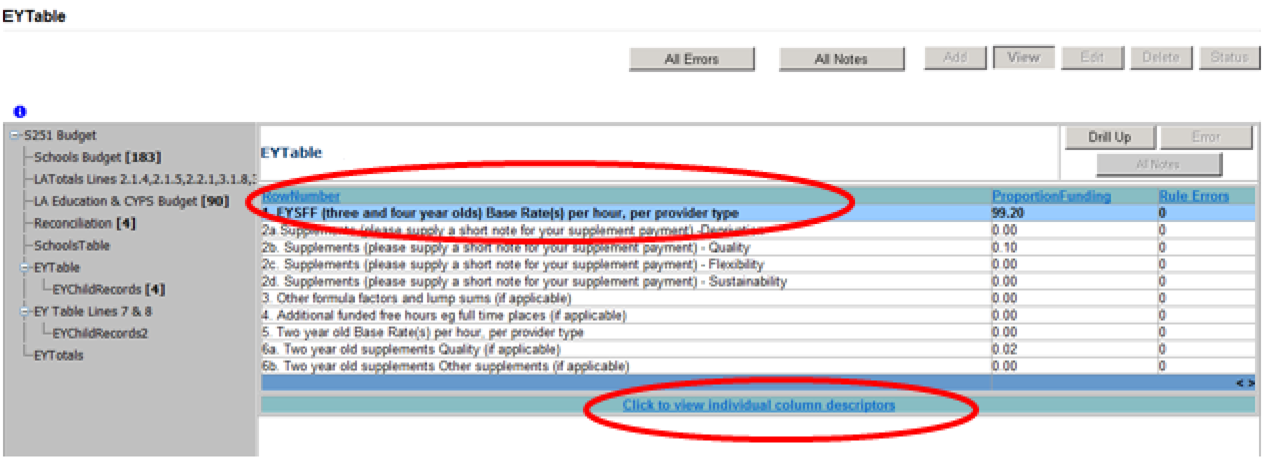
Early years table line 1 – 6b – adding data

Click on 'EY Table - Lines 1- 6b' - the hyperlink on the first page of Budget Return

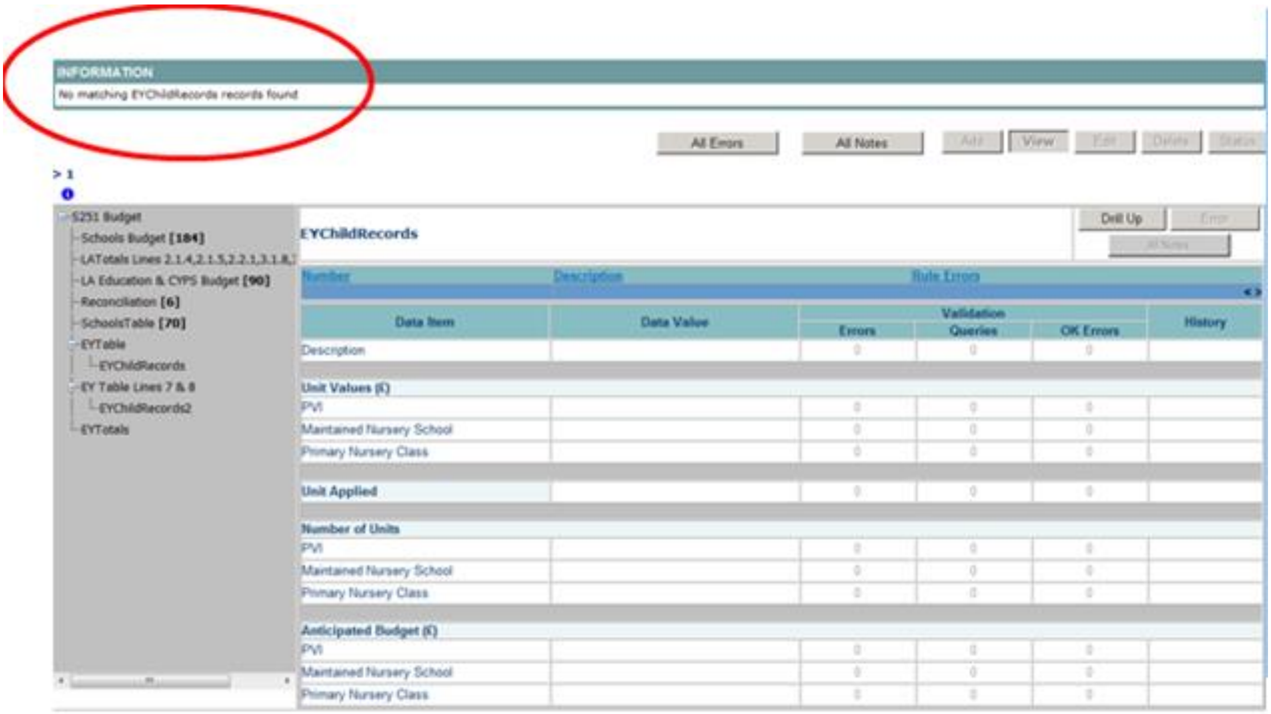


The next screen details lines 1 – 6b, which feeds into the early years single funding formula (EYSFF). In this screen 'Line 1. EYSFF (three and four-year-olds) base rate(s) per hour, per provider type' is highlighted.

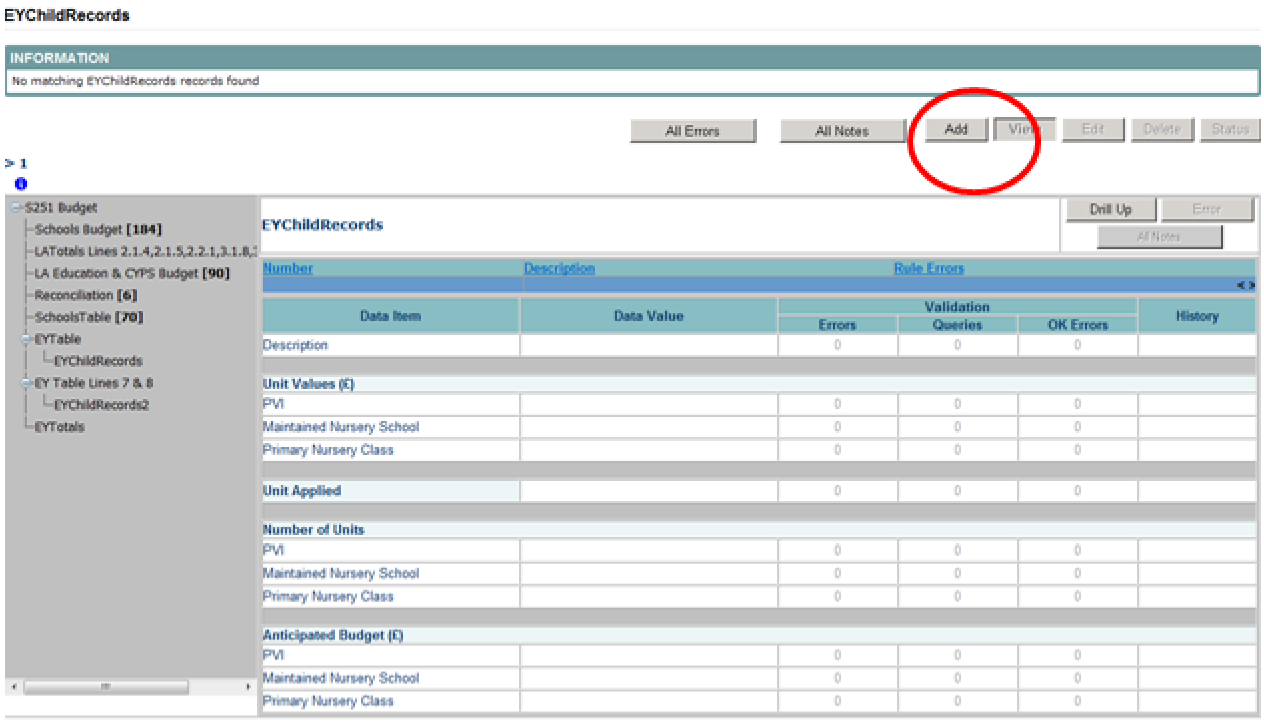
This section requires you to 'add' data fields. You do this by clicking 'Click to view individual column descriptions'.



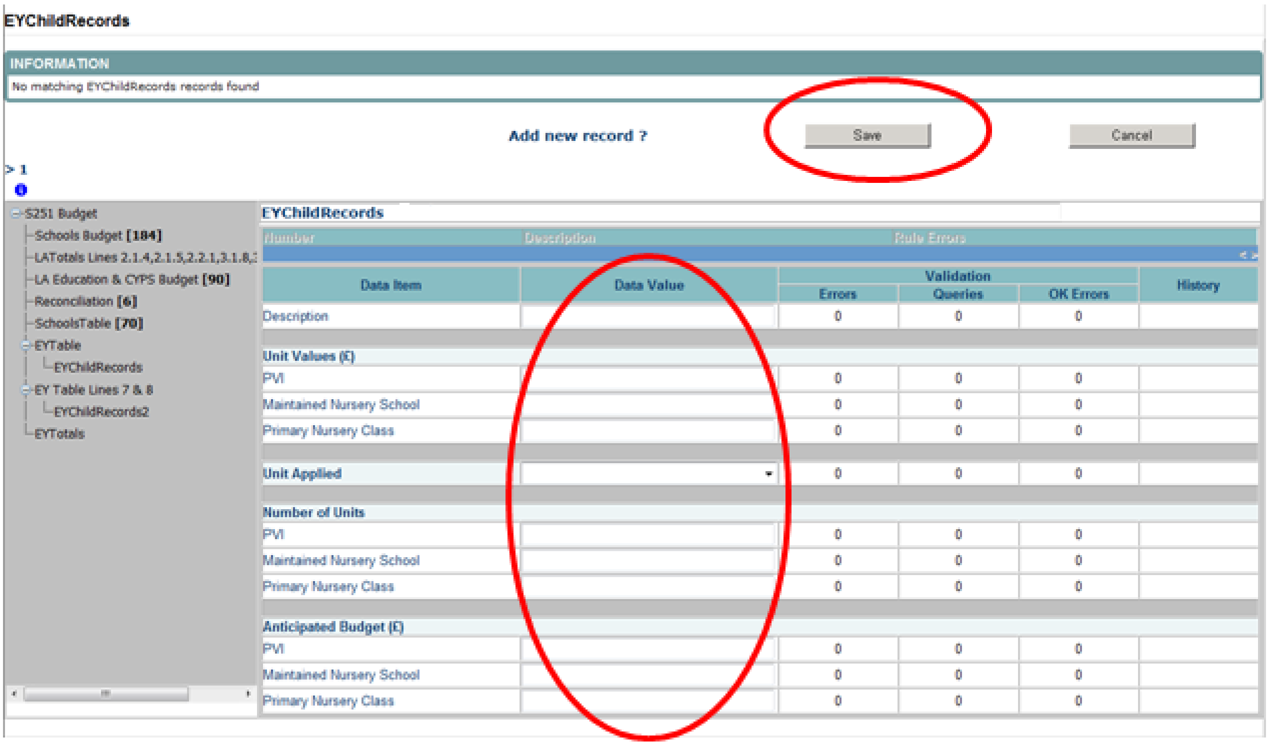
At this point a 'No matching EYChildRecord records found' message will appear at the top of the next screen.



Next you will need to click on the ‘Add’ button. **Please note that the ‘Add’ button will be greyed out if the left-hand grey panel is used rather than drilling down.**



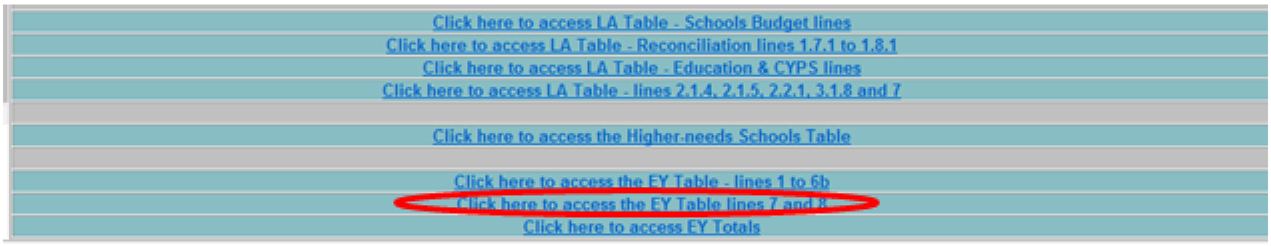
This will then free up the ‘data value’ boxes and allow you to provide your Description, Unit Values, Unit Applied and Number of Units. Once completed click on ‘Save’. If you need to make any change to this data once saved, click on the ‘Edit’ button.



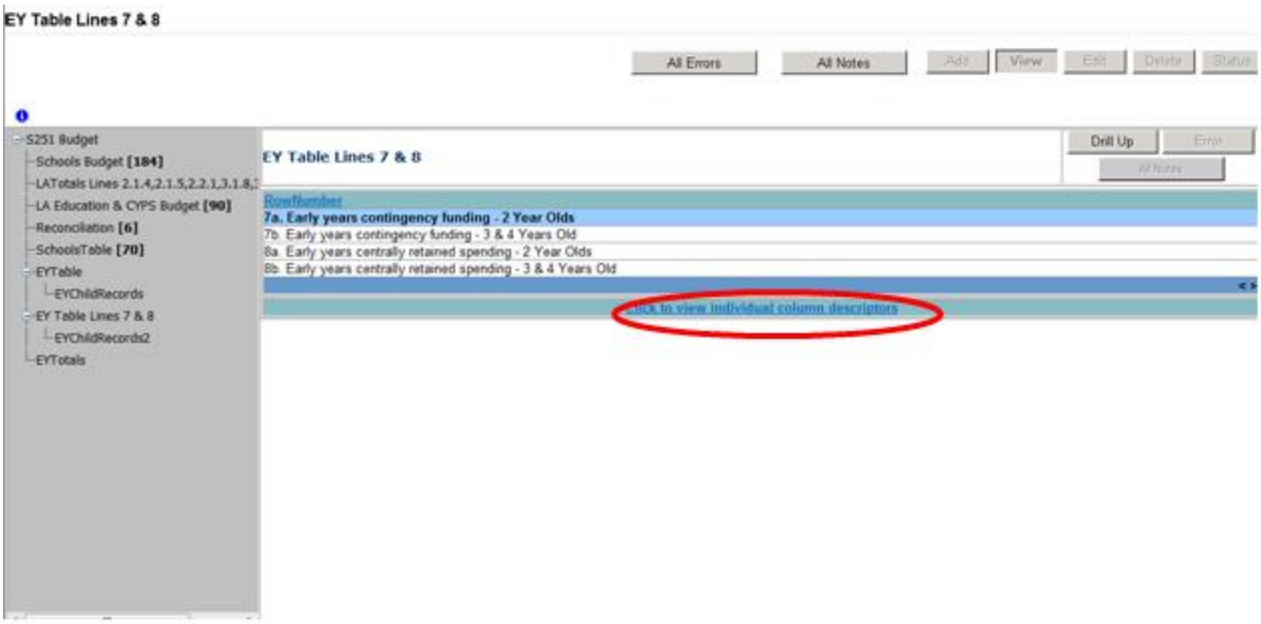
You will need to continue this process for lines 2-6b.

Early years table lines 7 and 8 – adding data

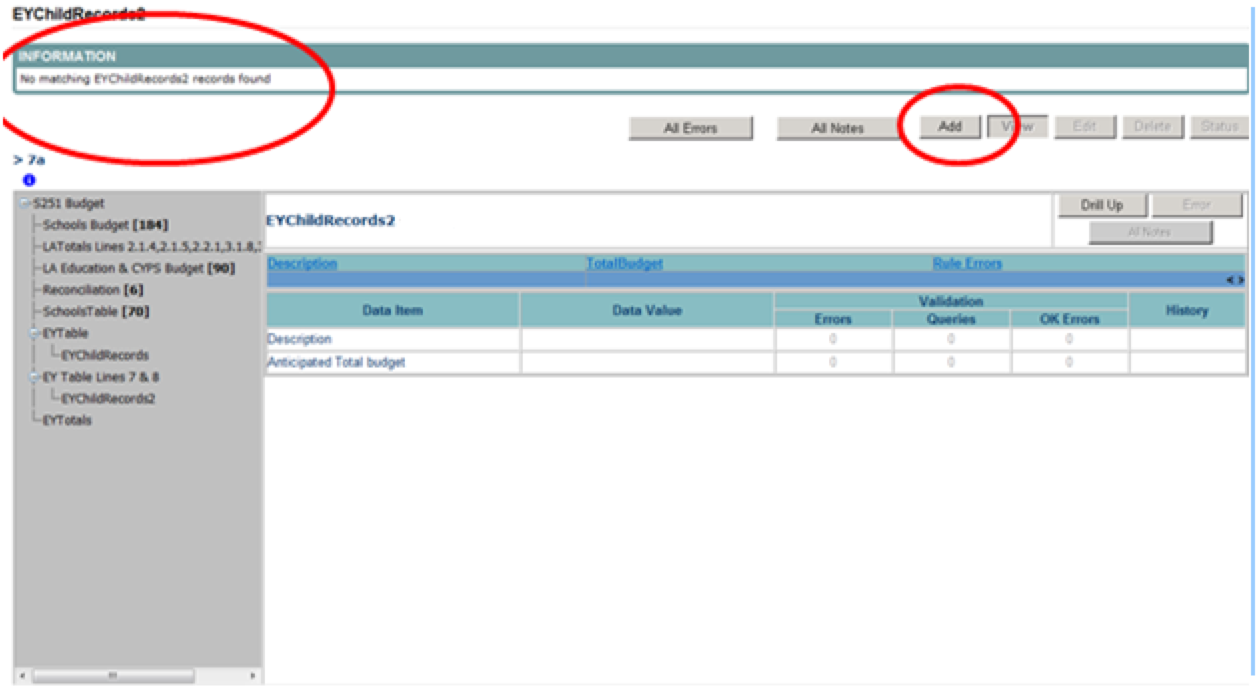
Click on ‘EY Table - Lines 7 and 8’ - the hyperlink on the first page of Budget Return.



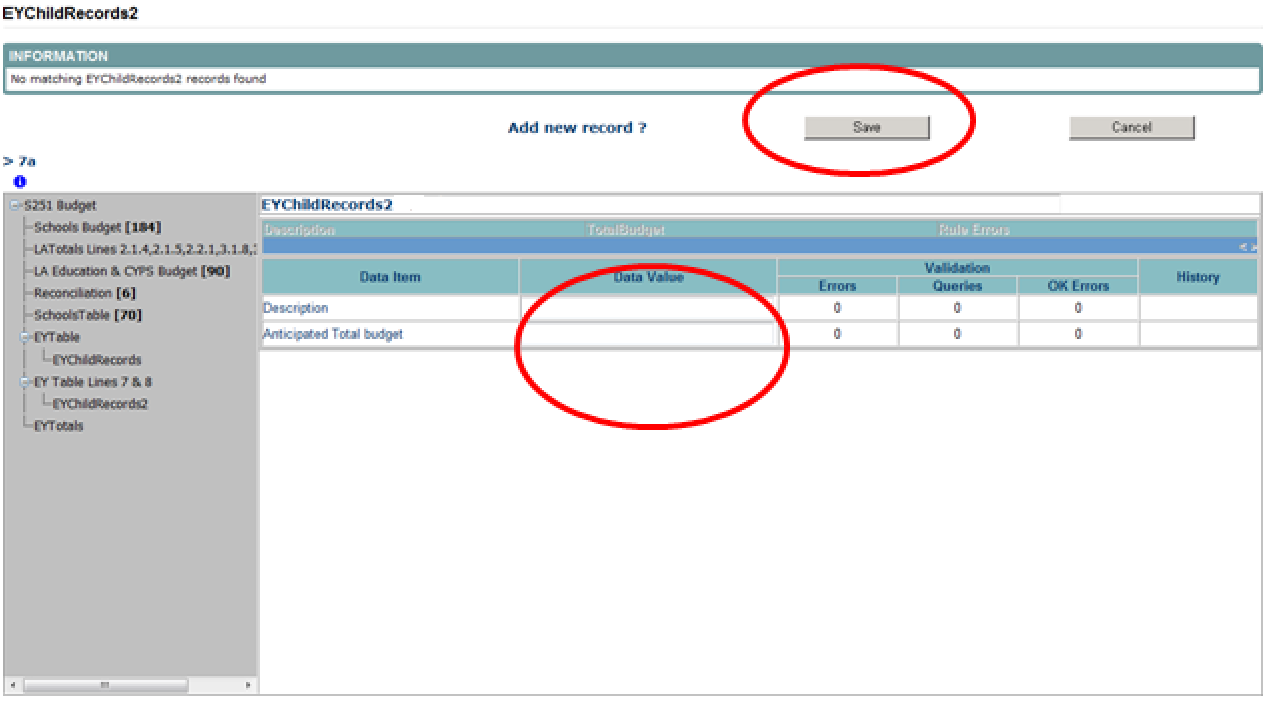
The next screen shows lines 7 and 8, which feeds into the early years single funding formula (EYSFF). Click on ‘Click to view individual column descriptions'.



At this point a ‘No matching EYChildRecord records found’ message will appear at the top of the next screen and to add data you will need to click on the ‘Add’ button. **Please note that the ‘Add’ button will be greyed out if the left-hand grey panel is used rather than drilling down.**

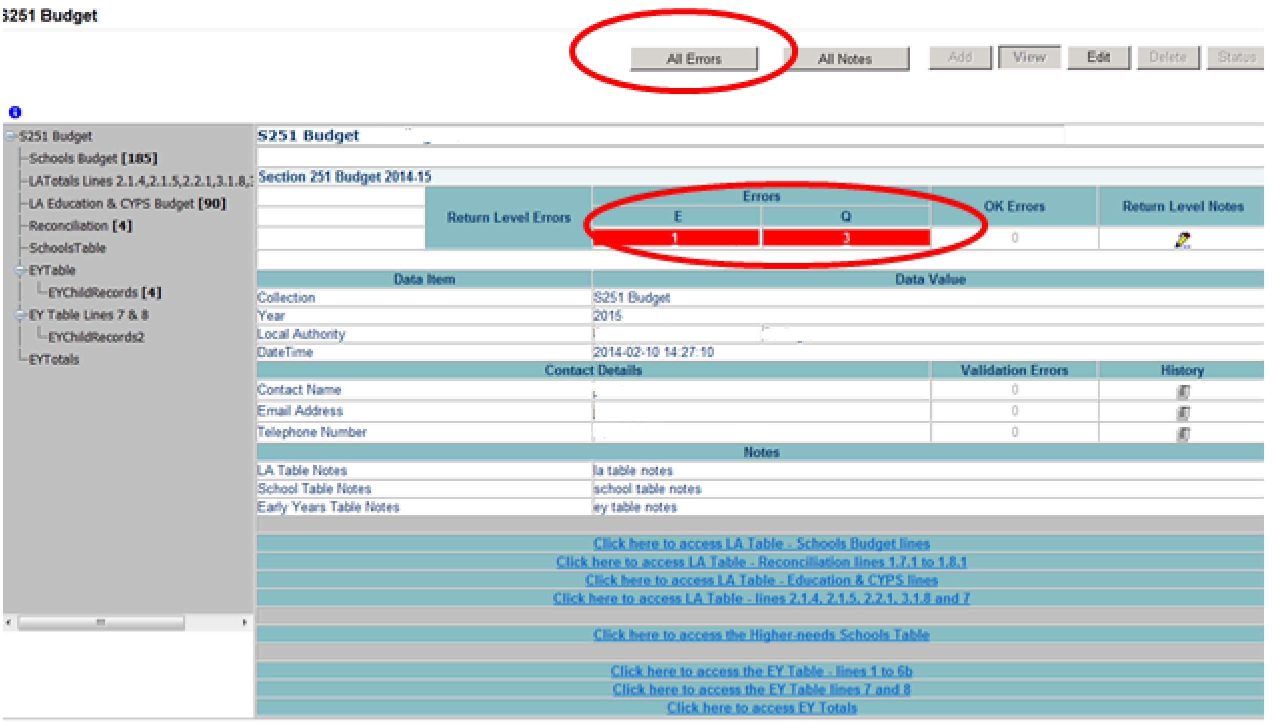


This then allows ‘Description’ and ‘Anticipated Total budget’ to be added and saved.

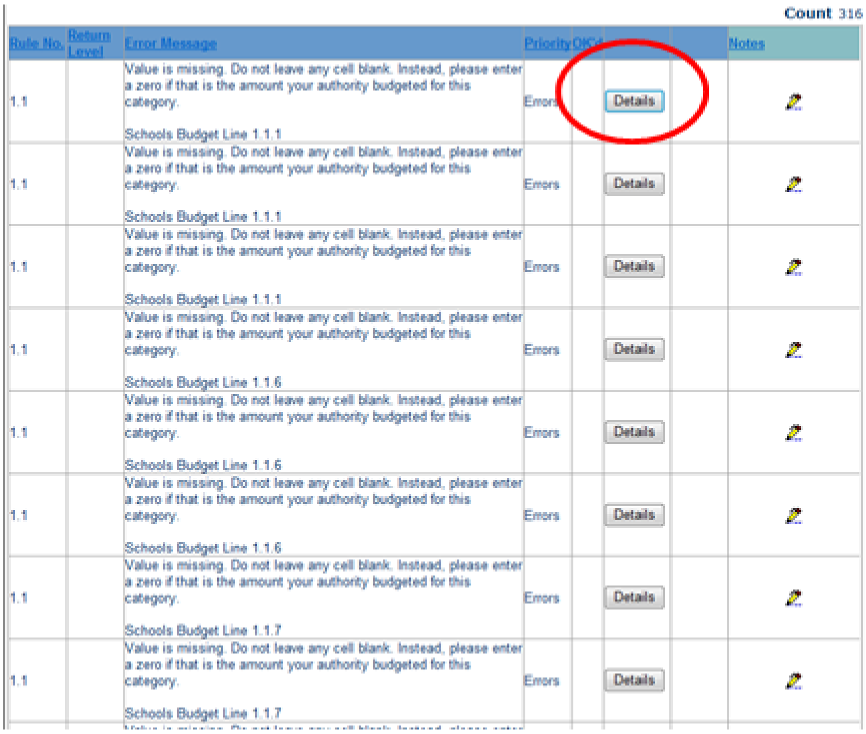

EYChildRecords2
INFORMATION
No matching EYChildRecords2 records found
Add new record ?
Save
Cancel
> 7a
S251 Budget
Schools Budget [184]
LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,
LA Education & CYPS Budget [90]
Reconciliation [6]
SchoolsTable [70]
EYTable
EYChildRecords
EY Table Lines 7 & 8
EYChildRecords2
EYTotals
EYChildRecords2
Description
TotalBudget
Rule Errors
Data Item
Data Value
Validation
Errors
Queries
OK Errors
History
Description
Anticipated Total budget
0
0
0
0
0
0

Checking data

COLLECT will notify you of any values outside usual parameters by producing a red box next to that field. You can navigate to an error by clicking on the red box or by going to the 'All Errors' button.



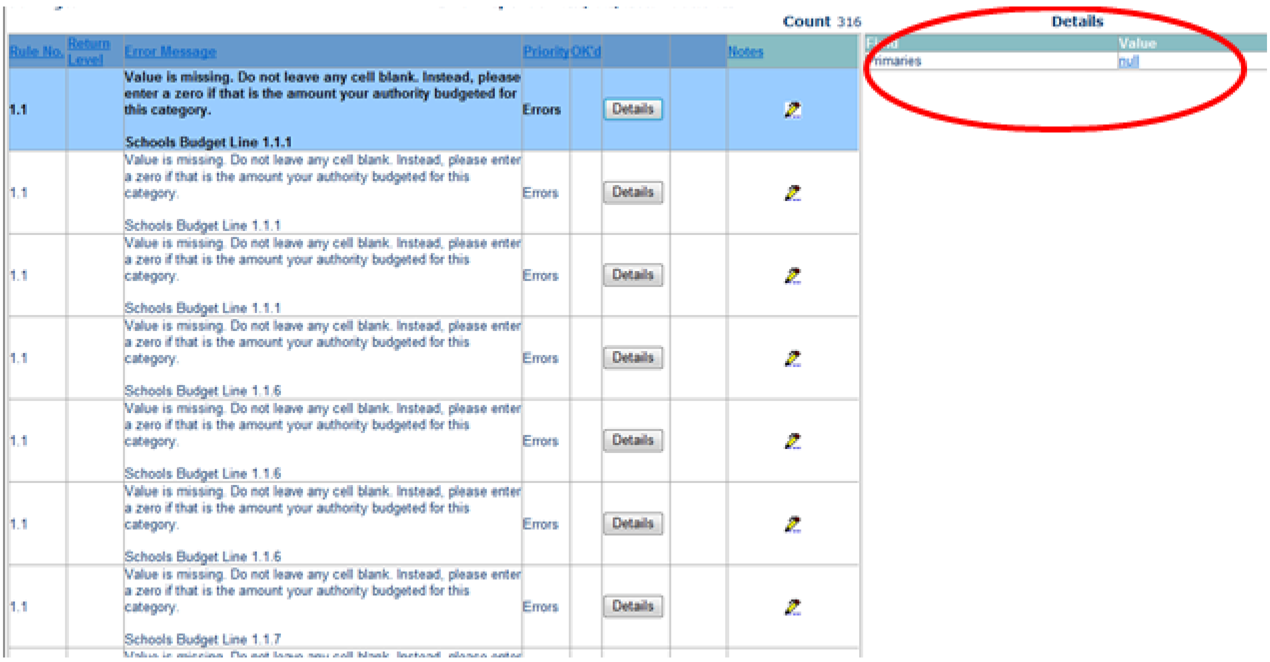
Once you have clicked the ‘All Errors’ button you will be taken to the blade error report, shown below. You can view details of a particular error by clicking on the ‘Details’ button.



Count 316

Rule No.	Return Level	Error Message	Priority	OK'd			Notes
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.1	Errors		Details		
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.1	Errors		Details		
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.1	Errors		Details		
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.6	Errors		Details		
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.6	Errors		Details		
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.6	Errors		Details		
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.7	Errors		Details		
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.7	Errors		Details		

Once you have clicked the ‘Details’ button you will see the details appear on the right-hand side of the screen.



Count 316

Rule No.	Return Level	Error Message	Priority	OK'd			Notes
1.1		**Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.1**	**Errors**		Details		
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.1	Errors		Details		
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.1	Errors		Details		
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.6	Errors		Details		
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.6	Errors		Details		
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.6	Errors		Details		
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.7	Errors		Details		

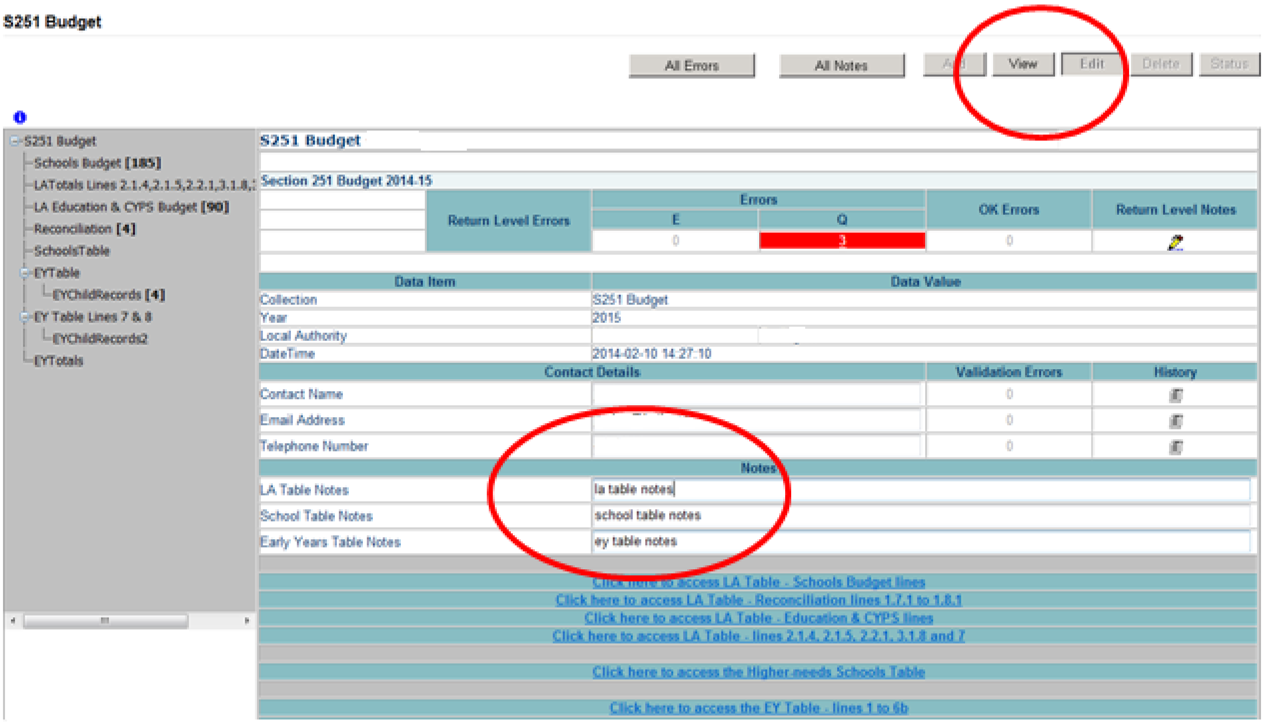
Details

Field	Value
Primaries	null

You can then navigate to an error by clicking ‘Value’ on the right-hand side of the screen, to be taken to the section where the error occurs. In the case above the value is ‘null’.

Providing clarification/supplementary information

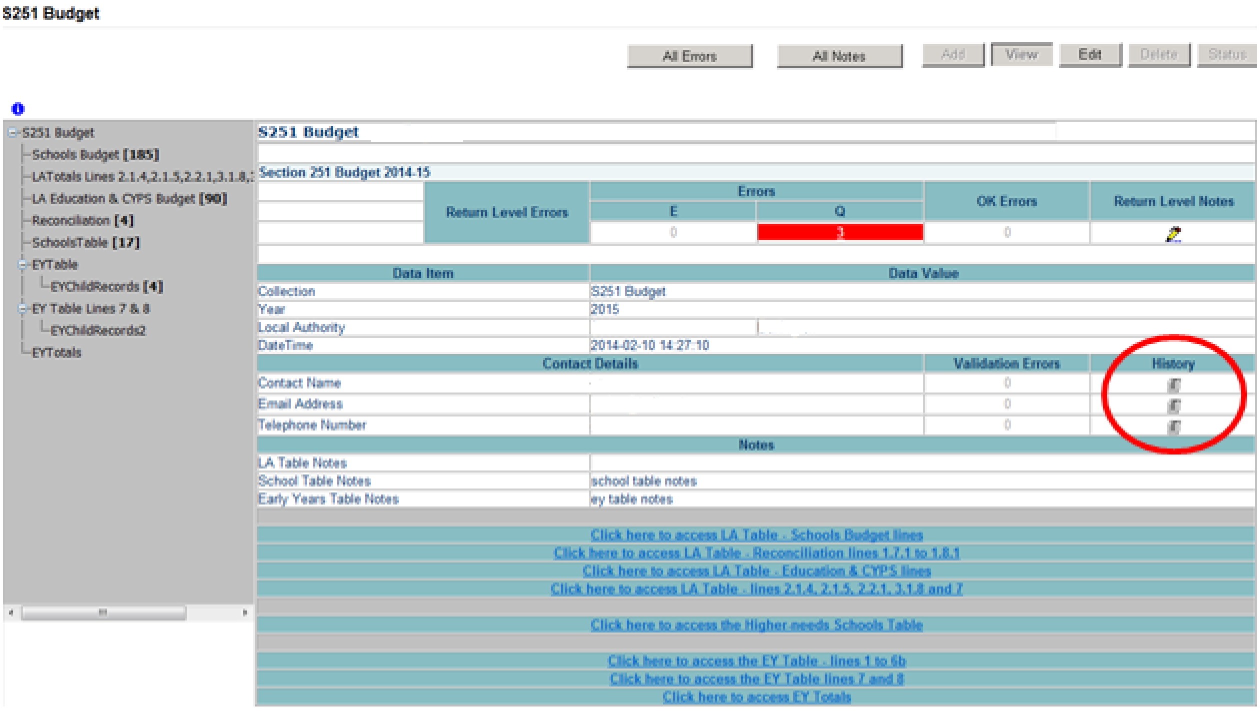
There is a section on the first page of the budget return ‘S251 Budget’ where supplementary information can be provided. Clicking on ‘Edit’ will free up the text boxes for LA table, school table and early years notes.

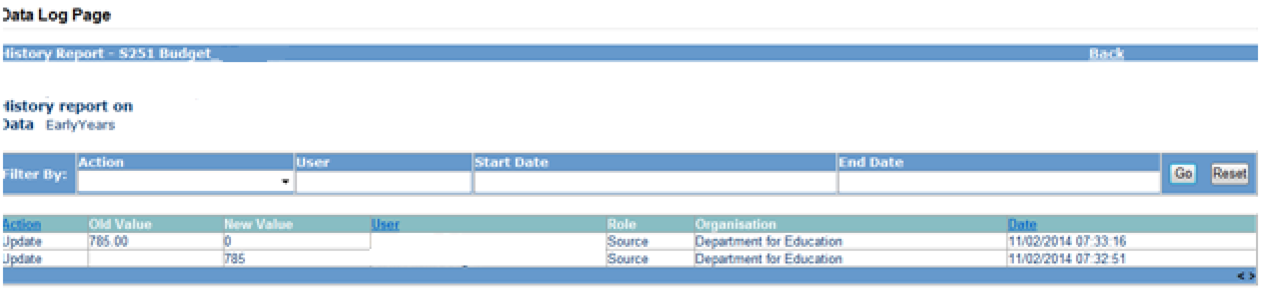


Once you have completed adding your notes, click on ‘View’ to save them.

History

Changes that are made to data items are recorded in the history log and indicated with an icon in the audit history column against that data item



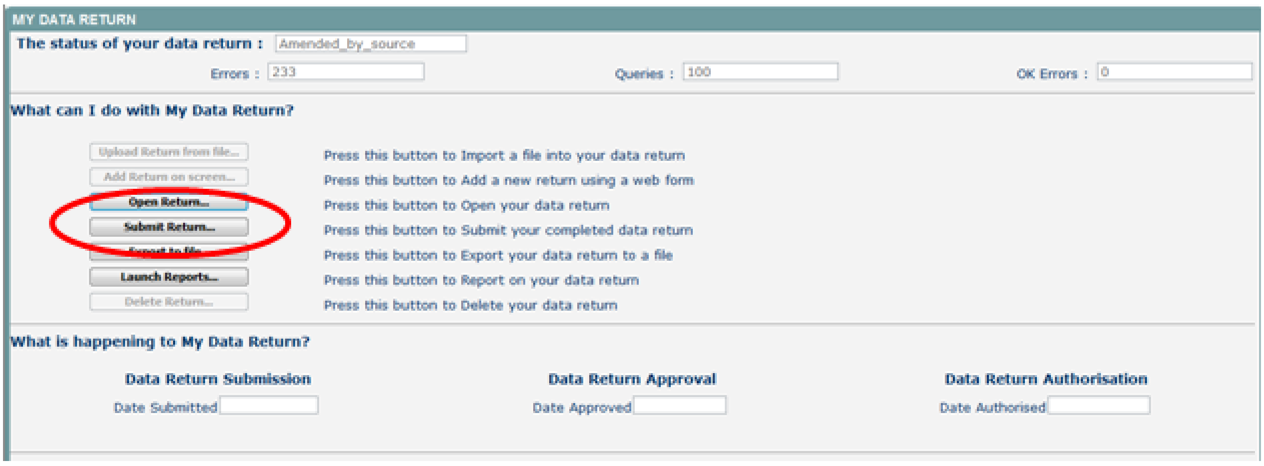


Every time the data is changed, the system records the old and new values, who changed it, their role and when it was changed. Once a data item has been changed the status of the return will change to ‘Amended_by_Source’ and be reflected in both the LA and DfE views.

Submitting returns

Once your data has been added to the COLLECT system, checked, all errors or queries dealt with, and you are satisfied with the quality of the data, then the return should be submitted to the Department for Education (DfE). This indicates to the DfE that your return is complete.

To do this select the 'Submit Return' button from the main 'Source' page which is available after login.



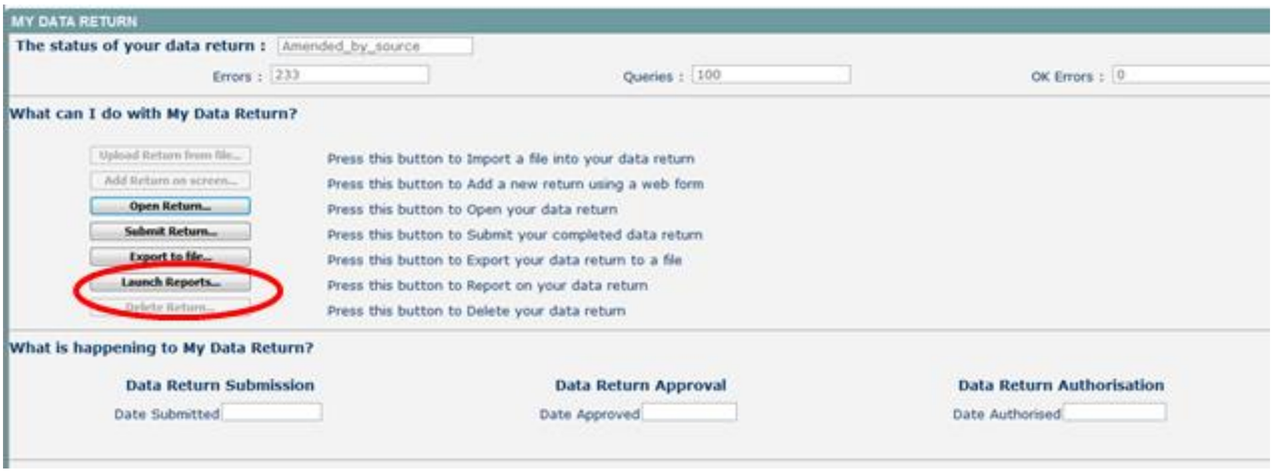
NOTE: it is important that the return is submitted as checking of the data by the DfE will not start until return has been submitted.

Those LAs that have previously submitted their return and wish to make some amendments will need to contact the Data collections helpdesk via a Service Request Form.

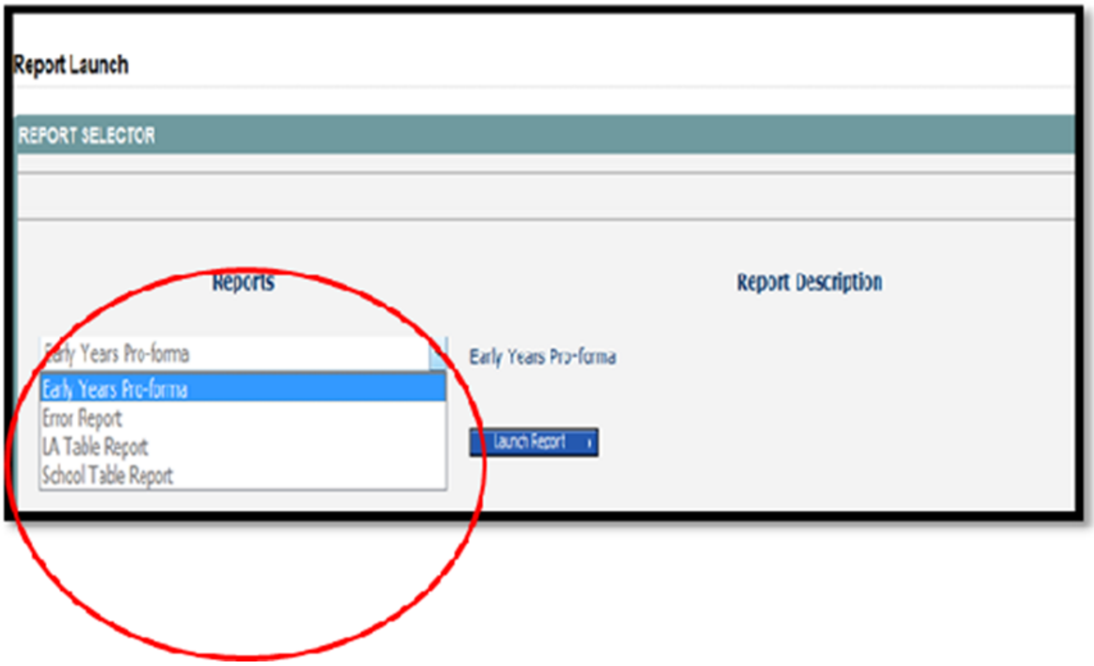
Launching reports

There are a number of reports available from the COLLECT system which will allow you to produce the reports directly from COLLECT.

To launch reports, select the ''Launch Report' button from the main screen.



Select the report you want to run from the drop-down list. The report can be printed off or can be saved as an excel file.



General tips on navigating around COLLECT screens

Before viewing the return it is useful to understand some of the basic controls and screen operations.

Don't use the browser buttons! When in the data collection, unpredictable behaviour may be experienced if you use the back/forward buttons on your web browser's toolbar.

Navigation through a return

To navigate through the system, links are provided on all pages either as 'Back' or 'Drill Up' options. Please use these links to navigate between screens when using the system.

Control	Usually located	Action
Back to my collect page	All screens within a return except the main page which shows Back to Home page	Returns you to the main page for your user role (Agent, Source etc)
Drill Up	Any data screen within a return apart from the header screen	Returns you to the previous data screen
Return	Report screens, e.g. History and errors	Returns you to the previous screen
Back	Notes screens	Returns you to the previous screen
View All	Data entry screens that have additional linked data, e.g. accesses contract details for a workforce member	Takes you to the sub module level details

Mode buttons

Those buttons determine which operation mode the data form on screen is in and which operations are available.

Dark grey text on sunken button with light border = Active Mode
Black text on button and highlighted border = Available Mode
Light grey text on button with light border = Unavailable Mode

Left-hand menu

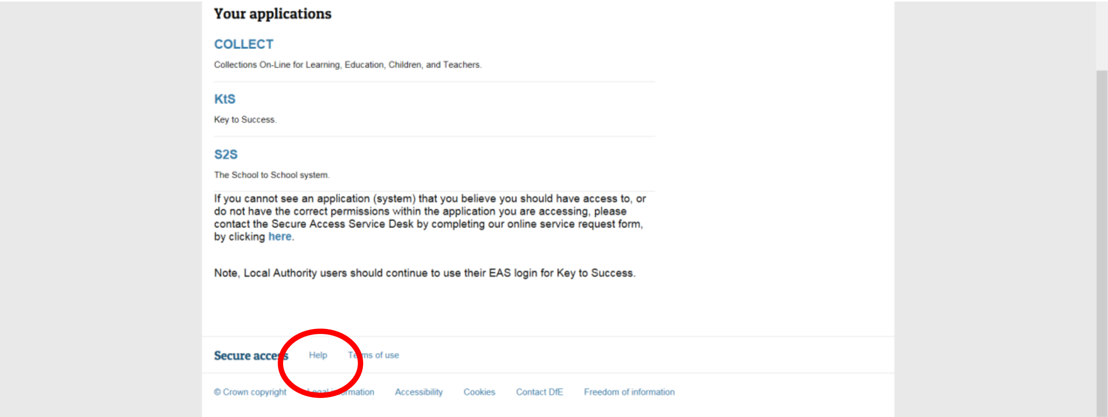
The left-hand menu can also be used to migrate to different screens by clicking on one of the options in the grey left-hand menu. This is a useful for quick navigation when needed.

Please note that when using the left-hand menu the 'Add' button will be disabled. When adding records (eg EY child records) the user will <u>have to</u> use the drill down links.

Help

If you have a query regarding COLLECT or S251 please submit a service request form to the data collections helpdesk.

If you are experiencing problems with COLLECT or have an S251 budget data collection query, please submit a data collections service request form . If you are having problems logging into Secure Access, please refer to the 'Help' section on Secure Access.



If you are still unable to resolve your issue, please submit a SA service request.

Department
for Education

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