



It's been another busy year and we hope that you are all going to have a well-deserved break over Christmas and the new year.

We close for the Christmas/New Year festive season on Wednesday 21st December.
We will re-open on Monday 9th January.

As always, it has been wonderful meeting old friends, and welcoming new ones to Solutions and Services during the year. Thank you for your ongoing support and confidence.



In This Issue

- S&S ON THE ROAD
- XERO REPORTING
 - Monty Add-on Update
- END OF YEAR PREPARATION
 - Processes in SMS
 - Edge ex Musac
- DONATIONS AND TAX CREDITS FOR PARENTS
- TELA LEASES
- TECHNICAL CORNER
- STAFF NEWS
 - More Superstars join the team
- IN CLOSING
 - Contact Information

From the Directors' Desks - December 2016

A busy year has almost gone! A lot has been happening with both our MUSAC training and support and the Financial Services part of the business.

We have introduced new members to the team, and growth areas include implementing schools' transition to MUSAC cloud-based software Edge and Edge LM. Our team are now almost fully booked well into the start of Term 1 2017.

Financial Services has also increased in numbers: this year over 260 clients received monthly and annual financial statements.

We have an increasing number of schools moving to Xero for their accounts processing and reporting. And most exciting for Solutions and Services is the release of Monty, our own custom-written Xero reporting add-on for New Zealand schools.



NEWS FROM ANN

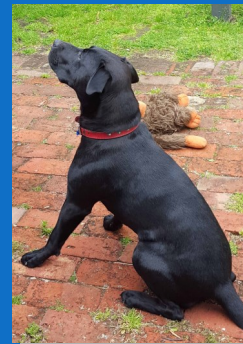


On November 14th a new addition to our family arrived:

Jake is a 15 month old Lab cross, and a rescue dog, originally from Invercargill.

He is currently under evaluation and training as a mobility assistance dog. We are working towards getting him a public access certificate which is an obedience test he will need to pass. Once qualified Jake will wear a vest identifying him as a mobility assist dog which will allow Ann to take him into public places otherwise off limits to dogs.

In the meantime he has made himself at home and is already an integral part of office life at Solutions and Services.



A message from the Queen's High School Dunedin Executive Officer

We always love to hear from you, particularly when you tell us that we are making your life easier!

We received this lovely message from the new Executive Officer at Queen's High School in Dunedin:



"Hi Ladies, (and the rest of the team,)

I would like to say a big thank you for all the help and guidance you have given me since I started my new my position last April.

Without Solutions & Services I don't know how I would have achieved what I have.

In my interview for the role of Executive Officer I had one condition, that was that Solutions and Services should be part of the package. It was definitely the right way to go!

After having had my visit yesterday from you Cheryl I feel quite relieved and satisfied that I am heading down the right road. Thanks Cheryl."

**Yvonne Covey - Executive Officer
Queen's High School Dunedin**

DATES FOR YOUR 2017 DIARY

MUSAC 2017 Conference

1st to 2nd June 2017

Rydges, Christchurch

- Management
- Teaching
- Administration
- Library
- Financial

Emails were sent out recently to MUSAC schools. Register soon. Our S&S team will be there in force and we are presenting the finance sessions.

[Click here to reserve a place](#)



Outram School (Otago)



Ask principal Jeremy Marshall about his hopes for Outram School in the future and he will tell you that he wants the school to continue to serve its local community well in a modern learning environment. His work in future-proofing the school over the last few years ensures that it should.

Since starting at the school five years ago, Jeremy has overseen the upgrade of its network in 2012, the installation of fibre two years later and the school joining N4L last year. Two months ago, the school management system changed from Musac Classic to Edge and at the start of 2017, Xero and Edge Library Manager will be implemented. Jeremy has no doubts about the benefits of a cloud environment where students and teachers alike can readily access information.



Jeremy with students in the Allen Centre

Outram School opened in 1873 and currently serves the West Taieri area from Henley to Berwick in the south and west, extending into East Taieri. It is a year 0-8 school with 187 students, half of whom bus to school.

The school has a reputation for developing student leadership and academic success and Jeremy puts this down to three things: dedicated, hardworking staff who have great pedagogical knowledge; amazing students who work hard, enjoy learning and know how to have fun; and a very supportive community. Cloud-based products like Edge and Ultraset can only enhance the relationships between these three core groups.

Walking around the school with Jeremy, there is evidence of the positive school culture everywhere. Starting from the pile of certificates sitting on Jeremy's desk waiting for distribution, the first thing that Jeremy shows off is a 3D model of Gallipoli which a senior student created with her friends and is featured on NZ and UK websites. This is followed by the Allen Centre with its displays of bones alongside the library books, a playhouse which children designed and local parents built in 2013, a flourishing school vegetable garden and a shed with old motor mowers that students repair under the guidance of some local retirees.

Jeremy says that the school logo represents a child jumping out of his or her comfort zone into the unknown. Undoubtedly, the practical skills that students learn, complemented by information technology is allowing Outram School students to face the unknown with confidence.

By Belinda Leckie

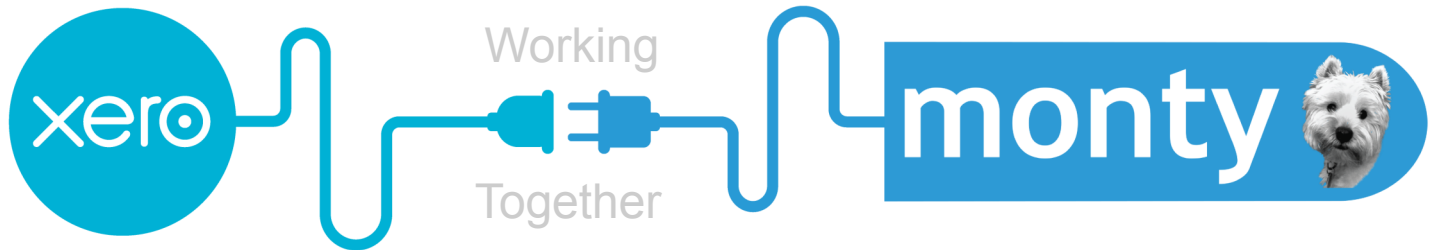


School vege garden and mower shed



The student-designed playhouse

XERO REPORTING ADD - ON



Welcome!

You have discovered a great new way to manage your organisation's financial reporting.

Connect the ease and power of Xero to Solutions and Services' budgeting and reporting application.

Login

Don't have an account yet? [Sign up](#)

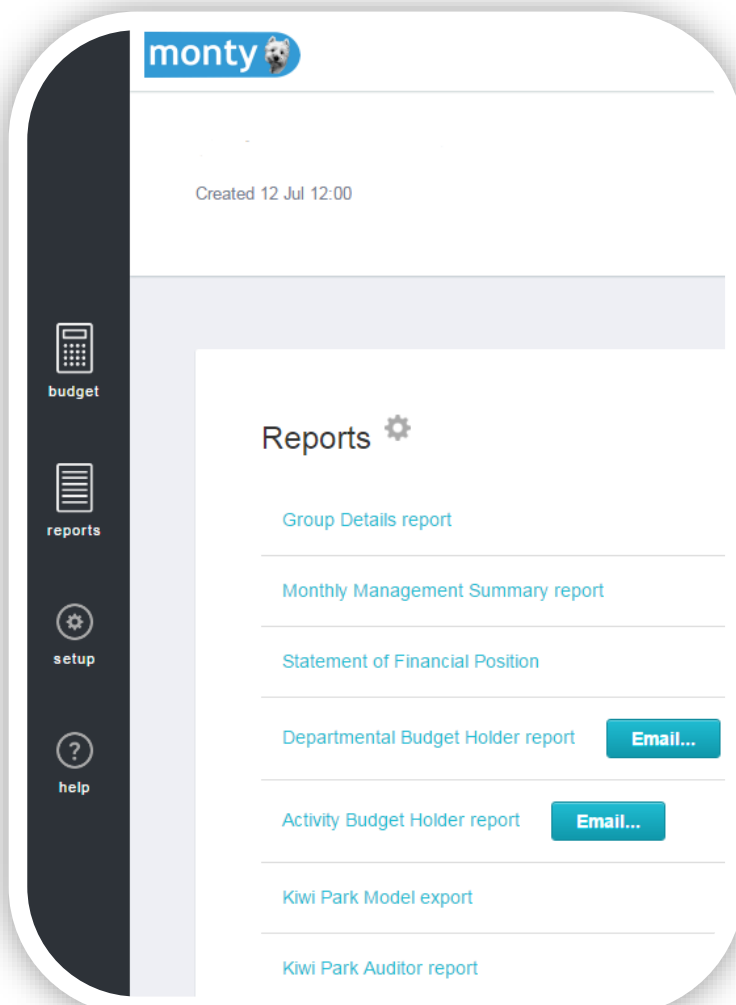
Update...

- Currently used by our Xero team here at S&S.
- Developers have completed a Kiwi Park CSV export file from Monty and an auditor's report for year-end annual accounts.
- In final process for Xero partner app approval.

Annual Subscription 2017 is \$660 per annum (GST exclusive)

Email enquiries to

sandydunn@solutionsandservices.co.nz



Tailored reporting at the click of a button...

Opposite is a sneak peek at the user interface for the Reports Screen.

Monty is a Xero add-on which we have commissioned, that provides complete budgeting and reporting specifically tailored for New Zealand schools.

The Departmental and Activities Budget Holder reports provide detailed transaction information, with opening and closing balances, and spend against budget for each ledger. What's more, these reports can be emailed out to all your budget holders with one click.

Monty has been designed to be user-friendly with excellent mapping features which make the reports easy to set up. We know that many of you are really looking forward to using it.

END OF YEAR PREPARATION

Processes in your SMS

The end of year is fast approaching and school management staff will be making decisions regarding next year's classes.

MUSAC edge - If you are an edge administrator there are three tasks for you before you head off on your summer holidays.



1. **Define your 2017 classes and assign students to these classes.** On 1st January students will automatically increment a year level and become part of the class they have been assigned to.
2. **Edge finance** - 'Write off' debts which are not legally enforceable – e.g. School Donations. In many schools there are curriculum contributions that also come into this category. Come the 1st January the remaining balance will be the "b/f balance" on the students' 2017 Transaction Summary page.
3. **Define your School Calendar for 2017.**

NOTE: Tipsheets for these three tasks have been emailed to schools. If you have not received them or would like assistance please email us at the addresses below and we will ensure you are contacted by one of our team.

MUSAC Classic – in past years we have sent out flyers to schools so that you can request assistance with end of year Rollover, Financial Consolidation or setting up your school calendar for 2017.

As the number of Classic schools is declining as schools move to MUSAC edge we have not done so this year. However if you feel you would like assistance with any of these tasks please contact the office at admin@solutionsandservices.co.nz or Sue Green on suegreen@solutionsandservices.co.nz and one of our team will contact you to arrange a suitable time.

Schools moving to Xero on 1st January 2017

Pay as many invoices on hand as you can in December before heading off for the Christmas break. Have any unpresented cheques cleared.



Edge ex MUSAC

Advice from Bruce Graves (MUSAC Services)

"I have been informed by development that, in regards to Assessment Points, schools should go to the 2017 tab and tick the assessments they wish to use for that year. This should be done BEFORE the end of this year AND they should also set the calendar dates for 2017 BEFORE the end of the year (Primary schools need 388 half days and secondaries 380). If both these are done, then Edge will automatically configure four assessment points for each assessment that has been ticked, one called Term 1 (with start and end dates pulled from attendance), Term 2, Term 3 and Term 4. This will be done automatically around 1 Jan 2017. If schools haven't set these calendar and ticked the assessments to be used then they will need to configure assessment points themselves...

If a school doesn't want to use all four assessments points, they can delete or modify dates, or just not put data in them."

END OF YEAR PREPARATION (continued)

Annual Accounts For our Financial Manager schools...

You should have received your end of year pack which includes a reminder Check List and a list of information to have copied ready for our visit in Term 1. Please take the time to work through the check lists and prepare the information required.



Some of our Xero schools have already had a visit in Term 4.

Just a reminder to please forward the rest of the information as soon as you can in Term 1 so we can complete your 2016 annual accounts.

Time in January before teachers and student return means less interruptions, it is easier to get up to date and ensure that your GST return is filed with the IRD before the due date of 28 January 2017.

If you have any questions please ring the Help Desk on 03 331 6213.

TELA LEASES

Schools will all have received MOE guidance notes and a worksheet regarding setting up the finance leases.

S&S have decided on a default position for the treatment of leases:

- Leases pre January 2016 will be treated as they have been
- Leases from 1 January 2016 will be treated as finance leases

From discussions Ann has had with Fiona Hollingworth, the value of the leased assets includes the MOE portion (this is how the MOE worksheet is set up). Additionally, even though we are treating the pre-2016 leases as operating leases, they are still defined as finance leases and therefore we believe will need to be counted as part of the borrowing limits calculation for each school.

One calculation per lease is required because of different dates for each lease.

Schools need to have a set of ledgers for Tela Leases (4 required) as a minimum in the balance sheet.

We will create a summary worksheet so there is a balance between the combined ledgers and the individual lease totals. This summary worksheet will also include a % borrowing check.

TELA Lease Worksheet

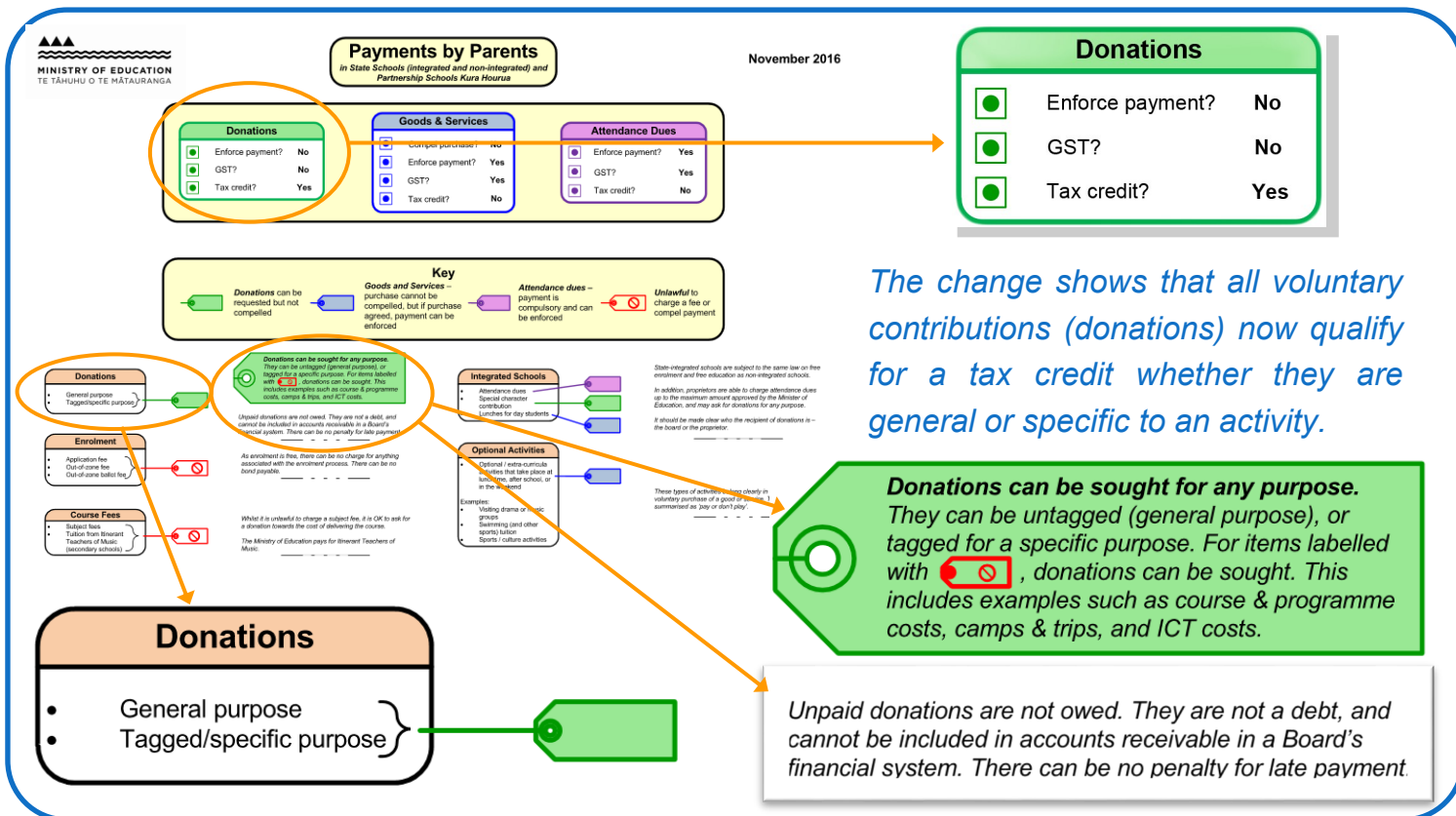
Instruction

Add information from your lease agreement into the yellow shaded boxes.

	rate	0.02375	Initial journal				School payment	507.78						
			DR	assets	\$10,209.53									
	payment	987.78	CR	liability	-\$10,209.53		MOE payment	480.00						
			Quarterly journals											
						Liability	Asset	DR	DR	CR	CR	DR	CR	
Payment dates	Period Qtr	Total payment	Present value	Interest	Principal	-\$10,209.53	\$10,209.53	Liability	Interest	Cash	Other govt grants	Depreciation	Accumulated depreciation	CHECK
	1	-987.78		\$242.48	\$745.30	-\$9,464.23	\$9,358.74	\$745.30	\$242.48	-\$507.78	-\$480.00	\$850.79	-\$850.79	\$0.00
	2	-987.78		\$224.78	\$763.00	-\$8,701.22	\$8,507.94	\$763.00	\$224.78	-\$507.78	-\$480.00	\$850.79	-\$850.79	\$0.00
	3	-987.78		\$206.65	\$781.13	-\$7,920.10	\$7,657.15	\$781.13	\$206.65	-\$507.78	-\$480.00	\$850.79	-\$850.79	\$0.00

DONATIONS AND TAX CREDITS FOR PARENTS

The IRD and the MOE have been reviewing donations and tax credits for parents. As a result the Ministry has issued a revised flow chart relating charging parents. The latest version was released 15 December 2016, and will be published on the MOE website and in the first MOE School Leaders Bulletin for 2017.



Summary re charging parents

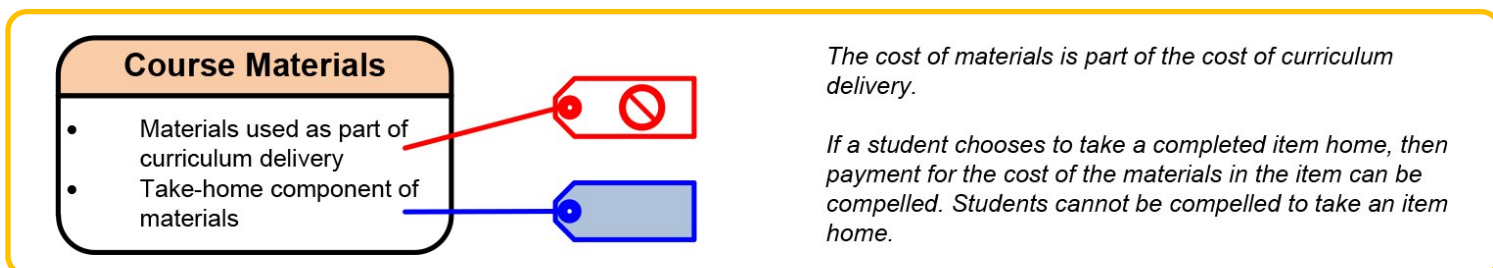
Following the discussion at the December SEO meeting in Christchurch, we have done a little more work to try and clarify issues around the take home component of a course. It is a complex and contentious matter. I have revisited the documents and advice, and this is our view regarding what can and cannot be charged for, and how a request is to be expressed when requesting payment from parents.

First and foremost, education is free to New Zealand citizens/residents from their 5th birthday until the January after their 19th birthday. However, schools are able to request a contribution towards the cost of teaching the curriculum.

That request must clearly state that the payment is voluntary and no student can be prevented from taking a course because a parent does not make a contribution or agree to pay.

Within the range of contributions that schools can request is the issue of payments for a take home component of a course. A take home component can be identified and charged, however, the parent cannot be forced to agree to pay. A parent must be given the opportunity to agree to pay for the take home component in advance. A student can't be prevented from doing a course because the parent does not wish to pay for the student to take an item home.

Please also see [this bulletin](#).



TECHNICAL CORNER

In this section you will find the latest information and news on any technical issues and some really handy tips and tricks to keep you up to speed and working efficiently...

Tip for schools using ASB

Showing details re the FM creditors batch in the bank statement info:

Sue decided it might be helpful to share the step by step process of how to get the DC number transactions showing on your bank statement:

Once imported display the batch transactions on screen

[Edit the FILE NAME \(C11111111\) to Creditors](#)

There should be no need to edit PARTICULARS as the first DC number displays by default.

Edit the CODE field to display the last DC number in the batch.

REFERENCE field will have the first creditors name in it - you can either leave this in or I prefer to reference this with the name or initials of who "eg; staff member" that imported the batch.

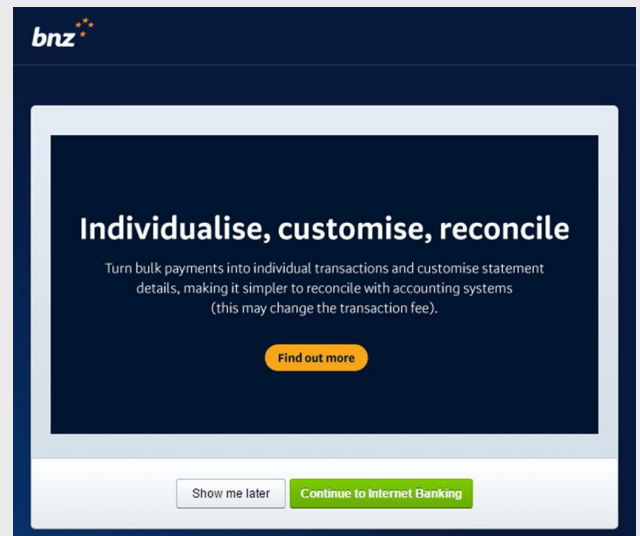
Then select all transactions by ticking the SELECT ALL box and at the bottom of the screen "SAVE" and then "PRINT DETAIL". If you print detail before saving you will lose your editing.

Then continue with the first Authoriser for the batch to proceed.

We also understand ASB are making a change to tax payments so that they can be processed the same as other payments. (currently two authorisers need to [complete at the same time for GST payments](#)).

Sue Green

More Online Banking Features...



Batch Payment Files and Security for Financial Manager Batches

This is a new security feature with all banks - to prevent files being adjusted between the accounting software and the bank import. The "Hashtag" total must be unique and the error that comes up if the file has been adjusted in anyway is a "Hashtag total error". A file with errors will have a nil hashtag total. If you have errors when you import a batch of payments click on the underlined "errors" which will tell you what type of error it is, then you have to reprocess the batch and import the new batch for the batch to be stamped with a unique hashtag total.

We first encountered this with ASB and then a school with Westpac recently as the banks have tightened restrictions. If you have a batch that needs re-dating (eg: the second authoriser forgot to authorise or you dated the import file incorrectly) you can now edit the date and reprocess at the bank without reprocessing and importing a new batch, but it will require two authorisations again even if one has already authorised the batch previously.

Xero payment batches can be re-exported and authorisers notified.

MORE SUPERSTARS JOIN THE TEAM...

We are pleased to introduce some new team members at S&S - needed due to an increase in financial services clients, schools moving to Xero, and edge implementations.

Belinda Leckie Previously a teacher and timetabler.



"Dunedin born and bred, I am part of the butchery branch of the family.

Most Leckie families in New Zealand are descended from the 1858 Otago immigrants, James and Ann who settled in North East Valley. And in case you haven't guessed by now, I take after Mum, Eleanor and am interested in family history. Scratch around a bit and I can find some links with various locations in New Zealand.

My pēpeha is *Ko Maunga-ātua te maunga; ko Taieri te awa; ko Philip Laing, ko Sir Edward Paget rātou ko Minerva ngā waka.*

I joined Solutions and Services at the end of July from Otago Girls' High School. After 17 years as a secondary school Drama teacher at Katikati College in the Western Bay of Plenty and OGHS, it was time for a change. The main skillbase I bring to the company is experience with Edge SMS in the classroom and as a school timetabler. Prior to teaching, I worked in a public library for three years, giving me a particular affinity with librarians and their work.

Outside of work, I am associated with the Mayfair and Globe theatres in Dunedin. I play alto saxophone with the Otago Symphonic Band and am a national technical official for Athletics New Zealand. For the last week of October, I was at the World Masters Athletics Championships in Perth, officiating on the men's 55-59 years decathlon and the women's 40-44 years heptathlon."



David Bellinger Chartered accountant previously from Blenheim joins our Xero team.

David Bellinger has returned to Christchurch and joined us in Term 4 from Blenheim where he has had four years training and setting up Xero accounts clients. As a chartered

accountant, David joins our expanded team and will work with Tamsin Armstrong to set up all new schools for January 2017. Then he will be busy with Xero/Monty setups, training for new users, and monthly reporting.

An avid hi-fi and music fan, David's vinyl record collection regularly jostles for space with an even larger collection of DVD's while the number of speakers in the lounge room continues to grow.



Bev Mulconroy Previously EO at St Clair School, Dunedin.

Bev joined Solution and Services after having worked in the St Clair School office for the last 9 years. She is married with two children in their early 20s, who are both graduating this week. In the new year she and

her husband will be building in Clyde and plan to spend their time chasing the sun between there and Bev's hometown of Dunedin. Bev is well travelled and enjoys trips to England and Ireland to visit family and friends.

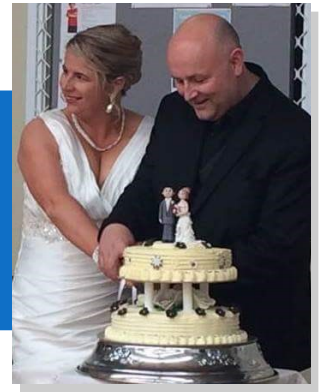
Bev enjoys dining out, movies, theatre and the occasional good book. She and her husband are house sitting in Auckland over the holiday period and looking forward to exploring the city, Waikato Island wineries and Auckland shopping!



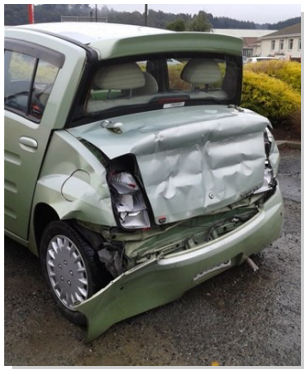
STAFF NEWS

Weddings, Co-pilots and heritage preservation...

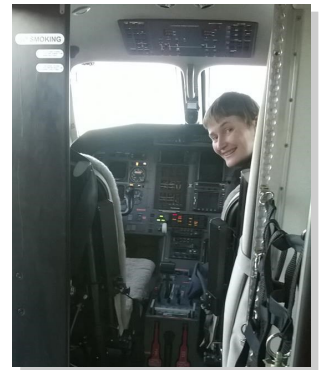
David Bellinger David had to ask for leave, immediately on joining us, because he married Jo on 5th November. It was a great Marlborough day and now he has no excuse for missing his wedding anniversary ever! He has planned a honeymoon and fortunately it is after Term one



Belinda Leckie “I am really enjoying my work at Solutions and Services, travelling to different schools and helping people with Edge SMS and cloud library manager. I have certainly left a mark on the company already, writing off a company car in Oamaru during our Roadshows. I stopped for a schoolboy at a pedestrian crossing and the truck behind me did not stop in time. Fortunately, I wasn't injured but Trish in the passenger seat suffered some whiplash and her suitcase in the boot needed replacing.



It has not stopped me, however, and Will has been replaced by the mighty Curren. I also got the bonus of travelling in the co-pilot's seat from Blenheim to Christchurch on 1 September. Trish was feeling somewhat apprehensive sitting behind me in a passenger seat but kindly took the photo. I should add that the grin didn't leave my face for the entire flight. The significance of seeing this beautiful coastline before the recent earthquakes makes this experience particularly poignant.”



Cheryl Jenkins On the 25th of November Cheryl, along with other committee members from the Akaroa Lighthouse Preservation Society, accepted a Civic Award for historic preservation - the City Council's highest Civic honour. One of seven awards presented, recipients are nominated by members of the public with winners selected by the Civic Awards Subcommittee.

The Akaroa Lighthouse is the only fully restored working lighthouse open to the public in New Zealand, open every Sunday afternoon and on days when cruise ships are in the Harbour.



Those accepting the award included three founding members of the Society who were involved with saving the Lighthouse from being bulldozed over the cliff by purchasing the building for a \$1 and moving the lighthouse from the Akaroa heads into the township in the early 1980's. One of the aspects that impressed the awards committee was that the Society not only funds all the restoration work through funds generated from opening to the public, but it also annually helps sponsor local youth to participate in life changing experiences eg: berths on Spirit New Zealand and Outward Bound.

On top of her admirable community work, Cheryl is also a top student - recently earning an A+ in her Taxation exam!

SUPPORT FOR SCHOOLS AFFECTED BY THE KAIKOURA EARTHQUAKE

We have been thinking of our Kaikoura and North Canterbury schools, since the recent earthquakes and sent messages of support to the staff.

The plight of the communities, and the violent shake centred in this area, has reminded us here in Canterbury of the feelings we all experienced from 2011 on. Constant aftershocks and the effects of trying to meet very basic needs and support families are exhausting.

All the S&S team want you to know that you are in our thoughts. We hope that practical support continues and that your school community and students can stay strong together. We will do what we can to assist with help for the extra financial reporting required and to allow for possible delays.

These schools are all part of the S&S 'family' and we have made friends through visits over many years. The drive up the East Coast is so scenic - whether the sea is calm or rough. We hope for SH1 to be rebuilt sooner so that you can all get back to normality and regenerate employment with the tourism and travellers needed.

Kia kaha to Kaikoura High School, Kaikoura Primary School, St Joseph's School - Kaikoura, Lynton Downs School, Hapuku School, Kaikoura Suburban School, Cheviot Area School, Amuri Area School, Omihi School, and many others affected.



Thank you

Many thanks to all of the hundreds of schools we work with for your continuing loyalty and support. We have expanded all of our teams yet again and we look forward to assisting you all further in 2017.

Have a wonderful and relaxing break. *Ann, Sandy & the team at S&S*

Contact Us

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