

BRONZE SERVICE - DETAILED SPECIFICATION FOR 2025-26

Our Bronze Service is for those schools and settings that complete all their own accountancy and report to their governors themselves.

Our Bronze Service requires the following licence and helpdesk support to be purchased from HFL:
Arbor Licence – main account
Access Education Budgeting Software
Financial Services Systems Helpdesk Arbor/FMS and Access

An additional licence option is:
Arbor fund account or additional licence*

*The school setting must hold a main Arbor licence

Bronze Options

Under our Bronze Options offer, schools/settings can purchase any of the following:
Bookkeeping General Account and Bank Reconciliation
Budget Support - Finalisation May 2025
Budget Support - Preparation March 2026
Fund Account Licence
Fund Account Bookkeeping
Fund Account Audit

Submission of all HCC returns remains the responsibility of the school/setting

The school/setting is required to maintain its asset register and, where required to do so, be able to provide supporting information to HCC on its assets. Schools and settings are also responsible for ensuring that they maintain and update the register of leases that HCC requires and to ensure that they comply with regulations that prevent schools/settings from taking on finance leases.

Charges for this service

HFL Education has not yet received confirmation of the licence rates for 2025-26 from the providers and reserves the right to amend the charge if this is higher than anticipated.

The Bronze charges for 2025-26 software required are:	Costs
Arbor Licence – main account	£595 per school/setting
Access Education Budgeting Software	£570
Financial Services Systems Helpdesk Arbor/FMS and Access	£561
FMS Finance software is purchased via your supplier ESS	N/A

The options to add to the Bronze service are:	Costs
Arbor fund account or additional licence (if main is held)	£57 per additional licence
FMS – Licence must be purchased via ESS	Not available
Bookkeeping (Transactions) digital General Account	£59 per hour (min 30 hours)
Budget Support - Digital	£74
Budget Support - Face-to-Face	£83
*Fund Account Bookkeeping	£310 annual fee
*Fund Account Audit – min 3 hours per year	£227

*These rates will apply to the majority of schools with lower value reserves and activities. Our Service Delivery Manager will discuss and quote for schools with high numbers of transactions and reserves and will provide quotes accordingly based on the hours needed to fulfil the service. If there are any schools with fund accounts that have not been audited, the charge will be relevant to each year outstanding.

Purchasing Arbor Finance and Access budgeting software via HFL Education involves a third party, who will only accept orders and require full payment from 1st April until 31st March. Please be aware that a school/setting is unable to terminate part way through the year. If you wish to terminate your license you must notify Financial Services by Friday 12th December 2025 latest, prior to the start of the following financial year.

For schools who are converting to an academy or federation, there is still a requirement to close down the old finance systems, have them checked and be able to download the information contained in them to retain for 7 years. You may therefore need an extension to your licence depending on the timing.

For FMS users, please liaise with ESS re. their terms and conditions.

Please contact fs.contracts@hfleducation.org for a discussion.