BRONZE SERVICE –

DETAILED SPECIFICATION FOR 2026-27

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 Financial Services:
Access Education Budgeting Software
Financial Services Systems Helpdesk Arbor/FMS and Access and CPD Training

The main Arbor Finance licence is required, and an additional licence is optional to support Fund/Governor accounts. These licences are now purchased via DMS01 Finance and MIS Framework. Most schools will need to sign a new licence agreement which is being sent directly to schools by Data Management Services.
Arbor Licence – main account
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 2026
Budget Support - Preparation March 2027
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

Schools should refer to the HFL contract renewal form for licence costs:

The Bronze charges for 2026-27 software required are:	Costs
Financial Services Systems Helpdesk Arbor/FMS and Access & CPD training	£695
Access Education Budgeting Software	£573
FMS Finance software is purchased via your supplier Parent Pay Group, PPG (formerly ESS).	N/A
Arbor Licence – main account renewal is via DMS01 Finance & MIS Framework	*Refer to contract*

The options to add to the Bronze service are:	Costs
Arbor additional licence (if main is held) – via DMS01	*Refer to contract*
FMS – Licence must be purchased via PPG	Not available
Bookkeeping (Transactions) digital General Account	£59 per hour (min 30 hours)
Budget Support - Digital	£78
Budget Support - Face-to-Face	£85
*Fund Account Bookkeeping	£318 annual fee
*Fund Account Audit – min 3 hours per year	£233

*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 licence you must notify Financial Services by Friday 11th December 2026 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 Parent Pay Group, PPG (formerly ESS) re. their terms and conditions.

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