

Subject: SEEMiS Finance & Budget Project - **REPLACEMENT OF SEEMiS CODES**

Date Issued: 19/03/21

What is changing?

The SEEMiS codes currently in use will be replaced by department codes **with effect from 1 April 2021** and the original SEEMiS codes should not be used after this date.

Why are these codes changing?

SEEMiS have made a decision to retire a number of modules within the system and the existing finance & budgeting modules, currently used across Schools, Early Years and Finance HQ will retire in July 2021.

The retirement of these modules has provided an opportunity to streamline the codes and provide more detailed budget information in future for Schools.

How will this impact Schools and Early Years Centres?

From April 2021, new department codes will replace SEEMiS codes.

All current processes for ordering should still be followed – continue to complete a DP5 in line with the Financial Regulations and order all goods and services via Iproc.

The main change is selecting the department applicable to the order - this should be chosen along with the subjective.

Most subjective codes will have a **default** department code. Any that **do not** have a default department code are listed below and Head Teacher / Head of Centre should confirm which department to code these costs to:

Class Materials	261601
Staff and Curriculum Development	310114
School Activities	310138

What's next?

- From 1 April 2021, the revised codes, as detailed on the attached DP5 template and Charge Point spreadsheet should be used.
- Please cascade this information to all School & Early Years office employees involved in finance activities.
- For any queries, please contact your own School Support Coordinator. If you are a SSC and have a query, please contact Janice Semple – janice.semple@eastdunbartonshire.gov.uk