

Agresso / Managed Services Requirement - Amendment to School Meals Invoicing Process

December 2014

This paper relates to changes in the process of banking school dinner money that are required due to the implementation of the Managed Services Programme and are **not** related to the School Meals procurement.

Current Process

A school meal currently costs £2.52, of which parents pay a subsidised amount of £1.80. The school receives funding for the balance of £0.72 and the cost of free school meals through the Dedicated Schools Grant. The formula used to be based on actual costs, however the Government required a simplification of the formula and now proxy indicators are used to allocate funding. No school has lost out in this conversion

The £1.80 per meal collected by schools from parents is banked by the school into the LBHF bank account. A copy of the paying-in slip is then forwarded by the school to Council finance officers who then have to identify the banked cash and transfer it to Children's Services accounts. This can result in a delay of cash into LBHF accounts as it relies upon communications between finance officers at schools and LBHF to reconcile the amounts.

LBHF finance officers then reconcile individual schools records and invoice schools for the outstanding balance. The balance represents the cost of free school meals and the differential between what parents pay for the meal and the total cost of the meal. These 2 income entries should cover the total cost of the invoice from the supplier.

35 schools currently bank income and pay an invoice and are listed in Appendix 1.

Proposed Process

Schools collect their own cash/cheques and bank to their own schools bank account. LBHF will then invoice the school for the total cost of all meals provided (£2.52 per meal). This way, schools will receive one invoice for the total amount and will only need to fill in their own bank paying in slip and combine with their other schools banking.

The paying in books held by each school, can then be returned to the Local Authority so LBHF finance officers can close those sundry accounts.

It is proposed the new process goes live from the 1st January 2015. Please contact Lynne over any concerns that you might have?

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Appendix 1

Bayonne Nursery
James Lee Nursery
Randolph Beresford Early Years Centre
Vanessa Nursery
Cambridge School
Jack Tizard School
Woodlane High School
All Saints Primary School
Avonmore Primary School
Brackenbury Primary School
Flora Gardens Primary School
Greenside Primary School
Fulham Primary School
New Kings Primary School
Kenmont Primary School
Langford Primary School & The Courtyard
Larmenier & Sacred Heart Catholic Primary School
Lena Gardens Primary School
Melcombe Primary School
Miles Coverdale Primary School
Normand Croft Community School
Old Oak Primary School
Pope John Catholic Primary School
Queens Manor Primary School
Sir John Lilie Primary School
St Augustines Catholic Primary School
St Johns CE Walham Green Primary School
St Marys RC Primary School
St Pauls CE Primary School
St Peters CE Primary School
St Thomas of Canterbury Catholic Primary School
Sullivan Primary School
Wendell Park Primary School
Wormholt Park Primary School
Addison Primary School