

APPENDIX A

SCHOOLS FORUM BUDGET AND EXPENSES PROCEDURE

Budget

An annual budget will be made available for reasonable expenses incurred by the Forum. Specifically, expenses may be included for:-

- Travel payments for volunteer members for out of pocket;
- The costs of specialist advice that may be required from time to time agreed by Forum in advance
- Training approved by Forum in advance.
- Cost of hire of premises;
- Other Specific Forum related costs to be approved by Forum in advance.

The Forum's costs will be charged to the Dedicated Schools grant specifically funded from the Central Services Block.

Travel payments for Volunteers;

Mileage can be claimed in line with HMRC guidelines as follows;

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p

The following can be reimbursed provided the claim is submitted with a valid receipt or proof of purchase.

Car Parking; Car Park costs (any penalties for or parking tickets will not be paid.).
Public Transport Bus or Train Travel

If a member of forum cannot access either of the above means of transport, due to health issues please discuss with the Chair of Schools Forum, who will consider use of Taxi's with the agreement of Financial Management.

All Other Expenses

Other claimable expenses such as training, expertise and other reasonable expenses need to be approved in advance of incurring by Schools Forum. Failure to do so will result in non-payment of of the claim.

Making a Claim

To make a claim please complete the form at **Appendix A** and attach the receipts to the claim and submit to; Democratic Services, Schools Forum, Dukinfield Town Hall, King Street, Dukinfield

If this is your first claim then you will need to be set up on our system to enable payments to be made. Please also complete the form at **Appendix B**.

Payments in advance

For some people on a low income, even the cost of buying the bus fare may be too much. Therefore a cash advance can be provided so a ticket can be bought remove this barrier. If this is done, a photocopy of the bus ticket must be provided before giving advance payment for the next ticket.



Schools Forum Expenses Claim Form

DEPARTMENT Finance DATE _____

NAME & ADDRESS OF PAYEE

Agresso Supplier ID		
DATE	DETAILS	£ : p
Total		0.00

BACS DETAILS (PAYROLL USE ONLY)

SORT CODE **ACCOUNT NUMBER**

ROLL NUMBER Building Society Only

PAYROLL NUMBER (employee only)

Please include iTrent screen shot to evidence the above bank details

You must provide a unique reference number for this payment to prevent duplication

Unique Reference Number									
Account	Cost Centre	VA	T	Net Amount					
		CA			In the event of a query contact (print name): Tel: Checked by:				
		CA							
		CA							
		CA							
		CA							
Total									

New Supplier/Payee Request**How to complete a Supplier/Payee request.**

An active supplier/payee record must exist within Tameside's Agresso database in order for Tameside Council to make payment

For a new supplier/payee set up will result in a letter being issued to the supplier/payee in order to verify independently the bank account details for future payments to be made

Unless otherwise stated, all fields on this form are mandatory and the form will be returned if incomplete.

New Supplier/Payee
setup

1. Purchase Information

Please provide details of the procurement process undertaken to source the Supplier identified for purpose of works/good/service to be undertaken. Failure to provide this information will result in the request being returned.

Brief description of
goods/services to be
ordered

Expenses

Why is this Purchase
needed

To reimburse members.

Your estimated spend
per annum with this
supplier

N/A

Estimated number of
orders to be placed
per annum with this
supplier

N/A

Has a contract been
let for these
goods/service

Not
Applicable

2. Supplier/Payee Details

Payee Name

Payee Address

Post code

Telephone No

Email address

Payment Terms Standard **30 days** - unless specifically shown in contract terms and conditions.

Once completed this form should be emailed to: Tameside.procurement@tameside.gov.uk
When the supplier account has been set up in Agresso you will be notified by the
Procurement Team.