

FINANCE - PAY AS YOU GO

These services are only available for an additional fee.

Service	Proposal to manage for 2024/25	Pay as you go service (PAYG) – optional priced on application
Bankline	Real-time online access to Schools Imprest Bank Accounts: * Statement enquiries * Make voucher requests * Make BACS payments	£214 plus 30p per BACS; £3.50 per Same Day Fast Payment; £52 per HO Emergency CHAPS
Bursar Briefings	Charge per delegate. Charges will apply to people who have booked and not shown, unless they have informed the team one week in advance of the briefing.	POA
New bursar induction – Training	There are generally 4 courses available. If you are new to schools finance then the council would recommend going on all 4 courses but the choice would be up to the individual, who will be able to access how much support they need. The current programme includes the following courses, Induction Course, how school finance works; Budget Monitoring; Budget Planning; Closedown	POA
Comprehensive payroll service.	Additional charges apply for payments made to the employee where the information received by the contractor was incorrect or did not meet the payroll deadlines set. Collection of overpayments where the information received by the contractor was incorrect or did not meet the payroll deadlines set.	Payroll - £5.35 per payslip
		Special Payments: BACS - £60; CHAPS - £75
		Collection of Overpayments - £60
Bespoke	Any specific request, will be costed on request subject to availability of suitable staff to carry out the request.	POA