

Bank account schools**Invoices (getting income from these other schools)**

For the schools listed below if you wish to charge the schools, an invoice will need to be raised using SAP (FB70). This is because despite the schools being part of the Local Authority they run their own bank account a physical invoice needs to be sent to the school rather than a negotiated journal being generated. Because the school is still part of the Local Authority they therefore form part of the Council's group accounts and this means that a 3 code needs to be used for the income, most school to school related charges will be 313390. It would be useful to the school you are charging if you could quote this GL code in the text when raising the invoice.

The customer numbers are listed below:

School	Customer
Fairmeadows primary	70000057
Dronfield Henry Fanshawe school	70000059
Lady Manners * PO required	70000060
Belper School	70000000
Friesland school (converted to Academy status 1/6/2018 - Use Academy customer reference for any charges from 1/6/2018 10004216)	70000045

No VAT should be charged because these schools come under the Local Authorities VAT registration.

NB Lady Manners school have requested that all invoices are raised quoting a Purchase Order number to enable them to match up their commitments and invoices at their end. If you do not have an order number please contact the school on 01629 812671 or e-mail joy.ward@ladymanners.derbyshire.sch.uk

Payments (making a payment to these other schools)

Again because the schools have their own bank account it is not possible to give them money by journal, you need to make a physical payment on either an invoice or summary of accounts but make sure a 3 code is used. The vendor numbers are as below:

PUBLIC

School	Vendor
Fairmeadows Primary school	70000002
Dronfield Henry Fanshawe school	70000006
Lady Manners	70000007
Belper school	70000008
Friesland school (converted to Academy status 1/6/2018 - Use Academy vendor reference for any charges from 1/6/2018 pending bank details to be set up)	70000013

5th June 2018