



Heyhouses Endowed C of E Primary School

RECORDING AND AUTHORISING TIME FOR BOUGHT-IN SERVICES POLICY 2017

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Date of next review: February 2018

Introduction

Heyhouses buys in a range of services from specialist curriculum teachers, including:

- drama
- dance
- sport.

These services are invoiced by the hour.

This policy details how time will be recorded, authorised and reconciled against the invoice before payment.

Process

1. Time is recorded by the person providing the specialist curriculum teaching at the start and end of every session it is provided. This is done by entering the information on a weekly timesheet (see Appendix 1). Timesheet records are held in a folder in the school office.
2. At the end of every week the timesheet will be authorised. Normally this will be done by the headteacher, but the headteacher can delegate this to another staff member as appropriate.
3. Once authorised the timesheet is passed to the Finance Manager.
4. Time is invoiced on a monthly basis to the school by the specialist curriculum service provider.
5. The Finance Manager will reconcile the invoice received with the timesheets held and any discrepancies will be followed up.
6. The invoice will then be authorised for payment in the next invoice batch.
7. Timesheets records are filed with the corresponding invoice record.

Appendix 1

Timesheet	
Name(s):	
Company Name:	Week Commencing:

	Morning			Afternoon			Total Hours	
	Start	End	Hours	Start	End	Hours		
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
							Weekly Total	

Specialist service provider	Authorised by
Signature:	Signature:
Print Name:	Designation:
Date:	Date: