

Schools Cross Charge

Overview

On occasion there may be a need to cross charge costs between schools within the Trust.

As we are now operating payments from a single MAT wide bank account, the cross charging will be completed by means of a journal entry to the system.

In most instances the school finance team will not have access to both schools involved in the cross charge, therefore a journal request will need to be submitted and sent to the central finance team to process. The exceptions for this are for the provision of Trust Lead Practitioners (TLP's) and the provision of external workshops/training/support managed by the schools effectiveness team.

The journal request may be submitted in an email using the journal request form (FIN_FORM08) and should be submitted by the school receiving the services, (the **recipient**) to finance@dcat.org.uk. If the cross charge relates to multiple periods, for example if a staff member is seconded for a whole term; then the cross charges will be calculated for all periods based on the start and end dates supplied in the single request. Should this subsequently change, then the **receiving** school will need to notify the central finance team.

For the purposes of this process, the following terms apply:

- Providing school: the school that is providing the service.
- Recipient school: the school that is receiving the service.

The Process

Step	School Providing Goods/Service (Providing School)	School Receiving Goods/Service (Recipient School)	Approver(s)	System	Central Team
1	Agree with school that is to receive the goods/service (recipient school) the terms of the agreement (rates/duration etc), prior to delivering the goods/service.	Agree with school that is to provide the goods/service (Providing school) the terms of the agreement (rates/duration etc), prior to receiving the goods/service.			
2	Provide goods/services.				
3	Raise cross charge journal request and send to recipient school.				
4		Review cross charge agreement and if correct send to central finance for processing. This is the request approval.			
5					Receive cross charge request.

Step	School Providing Goods/Service (Providing School)	School Receiving Goods/Service (Recipient School)	Approver(s)	System	Central Team
6					Provided it is authorised by the recipient school, process the journal on the finance system and update the summary log with core details.
7			If not expected/approved verify with school that is receiving the service.		
8					Post the cross change after approval/verification from school that is receiving the service.
9					Confirm postings been made with schools.

The Cancellation

If the cross charge related to multiple periods, for example if a staff member is seconded for a whole term; then the cross charges will be calculated for all periods based on the start and end dates supplied in the single request. Should this subsequently change, then the **receiving** school will need to notify the central finance team at finance@dgat.org.uk.

Step	School Providing Goods/Service (Providing School)	School Receiving Goods/Service (Recipient School)	Approver(s)	System	Central Team
1		Send notification of change in services and effective date to central finance team			
2					Confirm change in services. Update cross charge postings appropriately and update the summary log.
3					Confirm actions with all schools involved.

Trust Lead Practitioners - The Process

Step	School Providing Goods/Service	DCEO	Central Team
1	Agree scope of work.	Agree scope of work	
2	Provide goods/services.		
3	Forward notes to visits to school effectiveness team.		
4			Confirm billing.
5			Post cross charge.
6			Advise school.

Provision of External Workshops/Training/Support - The Process

Step	School Providing Goods/Service	DCEO	Central Team
1	Agree scope of work and rates.	Agree scope of work and rates.	
2	Provide goods/services.		
3			Bill for work delivered.
4			Receipt funds.
5			Post cross charge.
6			Advise school.