

When making a payment to schools, information must be provided, telling them what it is & which Consistent Financial Reporting (CFR) code to use.

Use the example spreadsheet {Upload format}; read the guidance below to complete; save in .csv format & e-mail request to Payments. A hard copy will need to be signed by the cost centre manager before the payment is generated. This type of payment is generated at the end of each month.

Columns & information to enter in School Payment template

Col. No.	Col. Name	Information required	Rule
A	reference	Insert a reference of your choice, this is printed on the remittance advice	
B	source account	Use the Account number from below A .	The first 3 digits are letters; the last 3 are numbers
C	invoice	Insert a unique sequence of numbers, in the same way as an invoice number. This will be printed on the remittance advice	This must never be the same as any other. For this reason consider using both letters & numbers.
D	description	The description of the transaction, (i.e. what it is) will be printed on the statement (not the remittance advice) sent to schools at the end of each month.	
E	document date	Date sent to finance	Needs to be within a month of the paid date
F	due date	Date to be paid	
G	CFR	CFR (Consistent Financial Reporting) code must be used. All school spend must be reported against one of the relevant codes	This field is compulsory.
H	year	Financial year	
I	period	Period in the year (1 to 12)	
J	cost code	The cost code to be charged – where being spent	Ending in a “-“
K	expense code	The expense code - show type of spend, such as : 444 - devolved standards funds 445 – supply cover 446 – School Projects	Ending in a “-“
L	document value	Amount to pay	
M	nominal val	Same as above	

A

Reference Numbers to be used when making payments to schools

BAD001	Baden-Powell Community School	SIM002	Simon Marks Primary School
BEN001	Benthal (Infant Dept) School	SIR003	Sir Thomas Abney Community School
BER001	Berger Community School	SOU007	Southwold Community School
BET003	Betty Layward Primary School	SPR009	Springfield Community School
BRO012	Brook Community School	ST.009	St John & St James Primary School
BUR002	Burbage Community School	STJ002	St John of Jerusalem Primary School
COL004	Colvestone Community School	STJ001	St John the Baptist Primary School
DAU001	Daubeney Community School	ST.008	St Mary's Primary School
DEB001	De Beauvoir Community School	ST.010	St Matthias Primary School
GAI002	Gainsborough Community School	STM001	St Monica's Primary School
GAY002	Gayhurst Community School	ST.007	St Paul's with St Michael's Primary School
GRA011	Grasmere Community School	THO002	Thomas Fairchild Community School
GRA013	Grazebrook Community School	TYS001	Tyssen Community School
HAR006	Harrington Hill Community School	WHI006	Whitmore Community School
HOL004	Holmleigh Community School	WIL003	William Patten Community School
HOL006	Holy Trinity CE Primary School	WOO001	Woodberry Downs Community School
JUB001	Jubilee Community School	CAR003	Cardinal Pole Secondary School
KIN011	Kingsmead Community School	CLA003	Clapton Girls' Technology College
LAU001	Lauriston Community School	HAC019	Hackney Free & Parochial Secondary School
LON023	London Fields Community School	HAG002	Haggerston Secondary Girls School
MAN002	Mandeville Community School	HOM003	Homerton College of Technology
MIL002	Millfields Community School	OUR002	Our Lady's Convent High School
MOR004	Morningside Community School	SKI003	Skinner's Company's School for Girls
NIG002	Nightingale Community School	STO007	Stoke Newington Secondary School
NOR015	Northwold Community School	YES005	Yesoday Hatorah
ORC001	Orchard Community School	MOS002	Mossbourne Academy
OUR001	Our Lady & St Joseph's Primary Sch	CRU001	Crusoe House School
PAR006	Parkwood Community School	DOW002	Downsview School
PRI007	Princess May Community School	HOR001	Horizon School
QUE002	Queensbridge Infant School	STO009	Stormont House School
RAN001	Randal Cremer Community School	COM002	Comet Nursery School
RUS001	Rushmore Community School	WEN002	Wentworth Nursery School
RUT001	Ruth Lunzer Lubavitch Primary Sch		
ST.011	Saint Dominic's Primary School		
STS001	Saint Scholastica's Primary School		
SEB001	Sebright Community School		
SHA002	Shacklewell Community School		