



INTERNAL RECHARGE

RECHARGE NUMBER

Date:
Financial Year:

To:

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.....

Enquiries to:

.....

Tel:

Date	Details	£	-	p
TOTAL DUE £:				

BEFORE COMPLETING ACCOUNT CODES PLEASE SEE GUIDANCE ON REVERSE
CODES PREFIXED WITH A ARE FOR APPORTIONMENT OF COSTS

CODE TO BE CREDITED										
Account Code – please select A or R	Cost Centre				Cat 5 Analysis code (Where applicable)	£	-	p		
R/A										
R/A										
R/A										
R/A										
R/A										

CODE TO BE DEBITED										
Account Code – please select A or R	Cost Centre				Cat 5 Analysis code (where applicable)	£	-	p		
R/A										
R/A										
R/A										
R/A										
R/A										

IMPORTANT - THE SAME R/A ACCOUNT CODE PREFIX MUST BE USED ON BOTH SIDES OF THE IR, DEBIT AND CREDIT

Authorised by:

Print name:.....

*** Please return to **Schools Finance Team** education-finance@shropshire.gov.uk
for processing by Journal Transfer ***

ACCOUNT CODE GUIDANCE;

Account codes starting with an R should be used for Traded Services. The credit account code for School's income from internal services is R96404. The corresponding debit code for this credit account code must start with R4. When using R codes, the 4th digit on the income and 2nd digit on the expenditure must be the same – please select the relevant code from the latest Consistent Financial Reporting list saved in the link below;

IMPORTANT - THE SAME R/A ACCOUNT CODE PREFIX MUST BE USED ON BOTH SIDES OF THE IR, DEBIT AND CREDIT

<https://www.shropshirelg.net/services/finance/schools-finance-team-and-general-ledger/consistent-financial-reporting/>

For non-trading transfers between schools, account codes starting with an A can be used – see above list.

For apportionment of expenditure between federations, account codes starting with an A can also be used and without the need for an Internal Recharge form – Journals can be requested via your Schools Finance Officer. Federations may wish to set up an Inter school spreadsheet to record, review and approve shared federation costs which can be processed termly or when requested.

Please see common examples;

Example 1 - Trading;

CREDIT
R96404 School's income from internal services

DEBIT
R45025 IT Services & Consultancy Recharge

Example 2 – Transfer of Income;

CREDIT
R96507 – Payments received from other schools

DEBIT
R56160 – Schools Special facilities Recharge

Example 3 – Apportionment of cost;

CREDIT
A45015 IT Software Licences, Maintenance & Support or
R45015 IT Software Licences, Maintenance & Support Recharge (where original charge traded such as original charge from Shropshire Council)

DEBIT
A45015 IT Software Licences, Maintenance & Support
R45015 IT Software Licences, Maintenance & Support Recharge (where original charge traded such as original charge from Shropshire Council)