

SCHOOLS FINANCE SUPPORT SERVICES
GUIDANCE FOR THE COMPLETION OF INTERNAL
RECHARGE/INVOICE DOCUMENT

STEP 1 – SECTION / INDIVIDUAL PROVIDING THE GOODS OR SERVICES

1. Complete the Recharge date as the date raised.
2. Complete Recharge No. with a unique reference number for each recharge so as to provide an audit trail. It is recommended that each recharge document must be allocated a sequential number. It is the schools/individuals responsibility to use and maintain an appropriate numbering system.
3. Complete the name, school/department to which the charge is being made.
4. Complete the name and telephone number of the individual and school to be contacted if there is a query regarding the charge.
5. Insert the date goods / services were provided.
6. Complete full details and the amount to be charged ensuring there is sufficient details for the charge payer to easily identify the goods or services provided.
7. Complete the cost code and account code where the income is to be credited together with the amount. See Blank Internal Recharge for account codes guidance.
8. Pass the recharge document to the school / individual to which goods / services were supplied. It is advisable to keep a copy of the recharge document for reference.

STEP 2 – SECTION / INDIVIDUAL RECEIVING THE GOODS OR SERVICES.

1. On receipt of the recharge document the school/department/individual receiving the goods /services must check the detail. If satisfied with the charge, then the cost code and account code to be debited must be completed together with the amount. Queries or disputed charges must be raised with the contact name.
2. The document must be authorised and the name of the authoriser printed below (without authorisation it cannot be processed or payment may be delayed.)
3. The recharge document must then be passed to the section/department indicated at the bottom of the document. If sending to the Schools Finance Team it must be scanned and emailed to education-finance@shropshire.gov.uk
4. Do not post paper copies to the Schools Finance Team as these can no longer be processed.
5. If you have scanned multiple forms on one PDF file please notate in the e-mail page 1 of n.

STEP 3 – ACCOUNTANCY SECTION

1. Recharge is processed via a journal transfer on Business World.
2. It is the responsibility of the section / individual raising the charge to keep a log of recharge documents raised and processed and reconcile them to Business World.