

The Healthy School Lunches programme

Guide for kura and schools on automated funding an online expense reports

Introduction

Most internal model schools and kura receive their funding via automated a funding process. The process calculates and automate payments directly to the kura and school the week before the start of a new term.

- No need to submit Funding forms and invoices.
- End of Term Expense Reports will be completed online via ESL.
- All funding and expense information will be available to view on the Ka Ora, Ka Ako portal.
- Funding will be paid through Pourato, and you will receive a remittance in Pourato confirming the payment.

Setting up the Ka Ora, Ka Ako portal in Education Sector Logon (ESL)

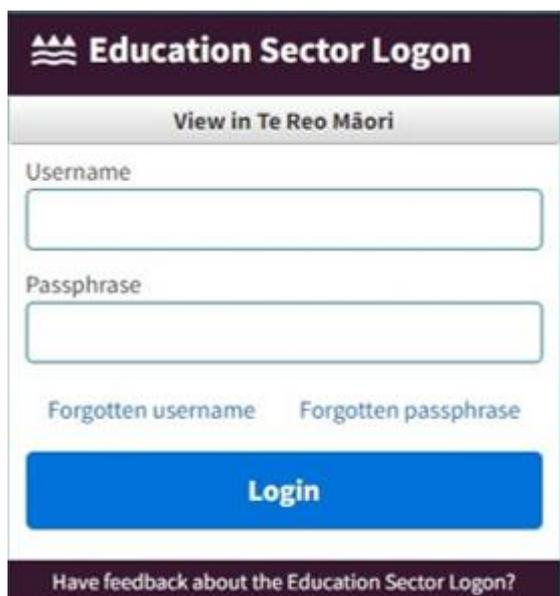
If you have any issues logging into ESL, please contact the Education Service Desk on 0800 422 599 or email service.desk@education.govt.nz

In order to gain access to the Ka Ora, Ka Ako Funding Portal you will need to be added to the Ka Ora, Ka Ako Role.

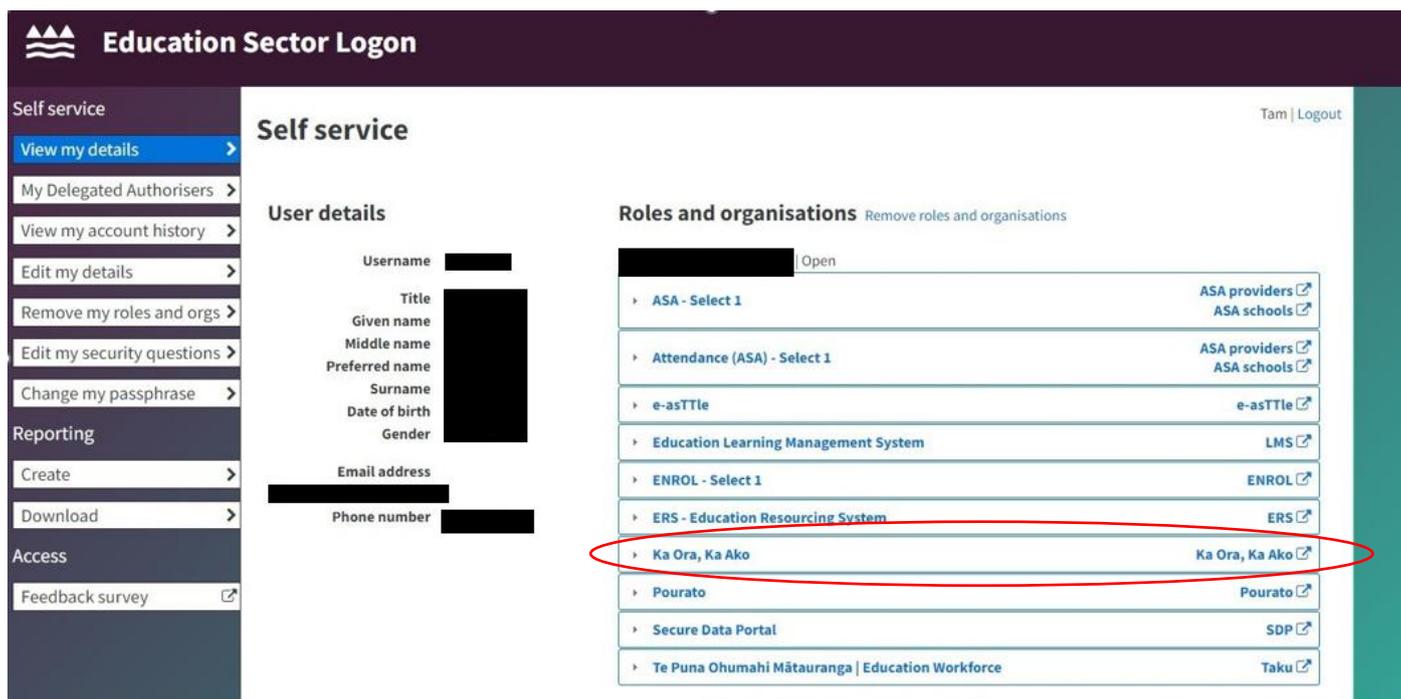
Adding a role to your ESL account:

- Contact your Delegated Authoriser (DA) with the following:
 - Your username,
 - The name of new role (Ka Ora, Ka Ako)
- Your DA will locate your ESL account and add the new role
- When the role has been added you will receive an email to the address on your ESL account
- When you receive the notification, close down any active ESL window
 - This is to ensure that the new role is included in your ESL browser session.

Once you have been added to the Ka Ora, Ka Ako role, log into ESL.



You will see the Ka Ora, Ka Ako option under Roles and organisations.



Education Sector Logon

Self service Tam | Logout

Self service

User details

Username [Redacted]
 Title [Redacted]
 Given name [Redacted]
 Middle name [Redacted]
 Preferred name [Redacted]
 Surname [Redacted]
 Date of birth [Redacted]
 Gender [Redacted]
 Email address [Redacted]
 Phone number [Redacted]

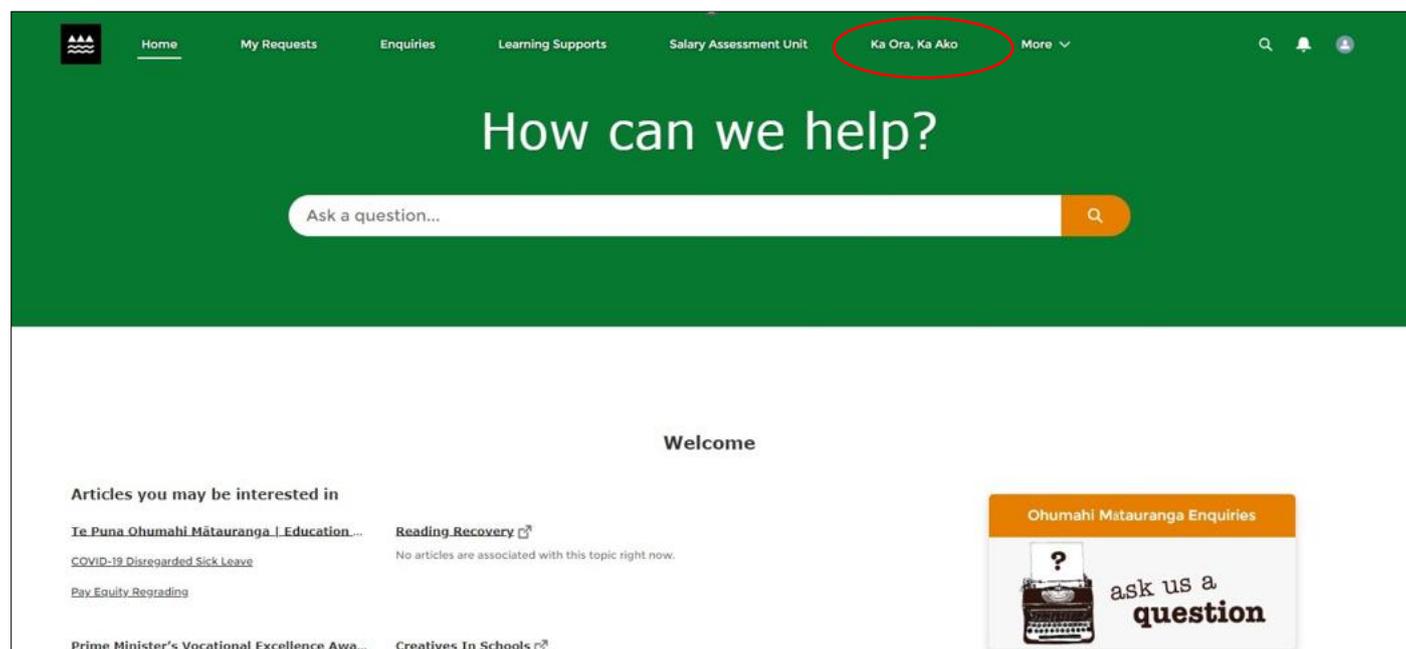
Roles and organisations Remove roles and organisations

ASA - Select 1	ASA providers ASA schools
Attendance (ASA) - Select 1	ASA providers ASA schools
e-asTTle	e-asTTle
Education Learning Management System	LMS
ENROL - Select 1	ENROL
ERS - Education Resourcing System	ERS
Ka Ora, Ka Ako	Ka Ora, Ka Ako
Pourato	Pourato
Secure Data Portal	SDP
Te Puna Ohumahi Mātauranga Education Workforce	Taku

Click on the icon to launch the Ka Ora, Ka Ako application.



The Ka Ora, Ka Ako option should now appear in the top menu.



Home My Requests Enquiries Learning Supports Salary Assessment Unit **Ka Ora, Ka Ako** More

How can we help?

Ask a question...

Welcome

Articles you may be interested in

- Te Puna Ohumahi Mātauranga | Education...
- COVID-19 Disregarded Sick Leave
- Pay Equity Regrading
- Prime Minister's Vocational Excellence Awa...
- Reading Recovery
- Creatives In Schools

Ohumahi Mātauranga Enquiries

ask us a question

Submitting End of Term Expense Reports

Click on the Ka Ora, Ka Ako menu option and you will be taken to the home page. Click on the “Next” button.



Welcome to Ka Ora, Ka Ako Portal for Internal Model Schools | Kura

Submitting your End of Term Expense Report at the end of each term helps both you and the Ministry track how much funding is required to provide lunches in your school or kura. If you have any issues or questions, we are here to help. You can either contact your Senior Advisor or email school.lunches@education.govt.nz

Ka Ora, Ka Ako Funding Information			
Payment Term Term 4, 2025	Total Income \$69,240.00	Surplus/Deficit -	See Funding Information

Submit your End of Term Expense Report form by clicking Next.

Next

The following screen will appear.

Ka Ora, Ka Ako Funding Information			
Payment Term Term 4, 2025	Total Income \$69,240.00	Surplus/Deficit -	See Funding Information

Create End of Term Expense Report

*Select Term

--None--

--None--

Term 3, 2023

Term 4, 2023

Term 1, 2024

Term 1, 2024

Expenses breakdown (excl GST)

* Food (On Account)

\$0.00

Resourcing (Wages)

\$0.00

Delivery (if multiple sites)

\$0.00

Operating Costs / Maintenance

\$0.00

Total expenditure this term

\$0.00

Packaging (Disposable and Reusable)

\$0.00

Waste Management

\$0.00

Other

\$0.00

This Term's External Funding

External Funding received

Supporting Evidence

- Use the **drop-down list to select the correct term** you wish to report on.
- Enter your expenses (GST exclusive) into each category and the total will appear in the ‘Total expenditure this term’. If you have completed your EoT financial report & cashbook you can use the figures from the EoT financial report tab.
- External Funding received: enter any additional lunch related funding you may have received from external sources (e.g.: donations). **Please do not enter the Ministry of Education lunch funding.**

- You can upload or drop files by selecting the upload button in the 'Supporting Evidence' choosing the file and clicking 'Done'. You can also drag and drop a file. For example, you may wish to upload a copy of your End of Term financial report & cashbook tool Excel workbook.
- School Comments: enter any relevant comments that will be helpful to your senior advisor.

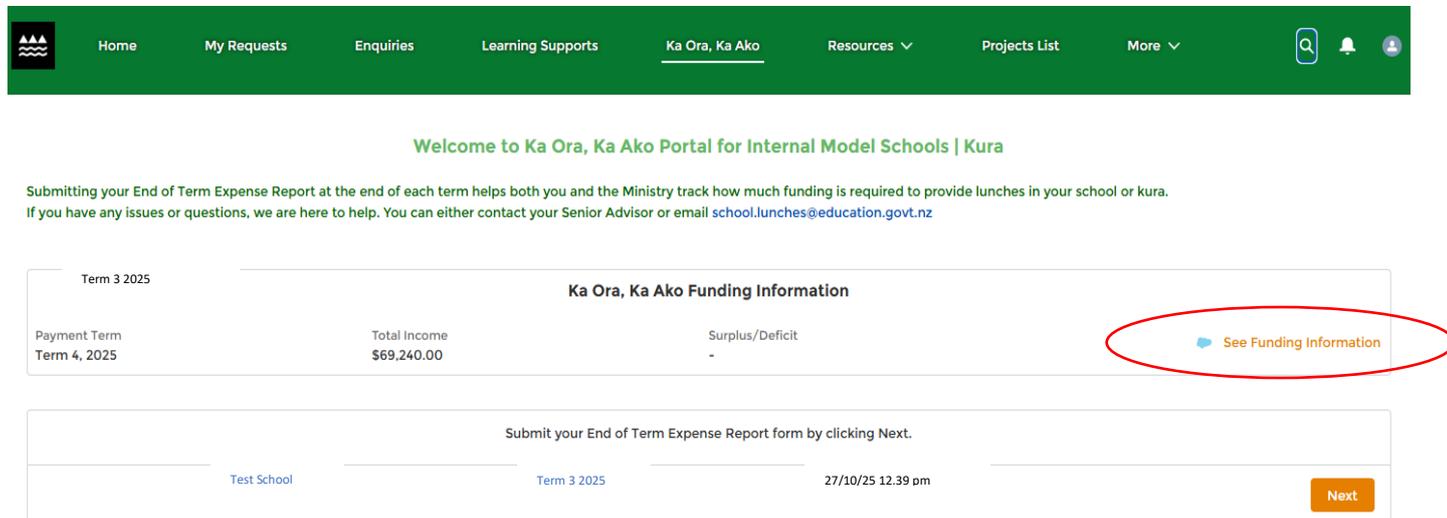
Once you are ready to submit your expense report click the 'Save' button. This will take you into your completed online expense report. Note: once your expense report has been submitted you will not be able to make any changes to it. Any changes will need to be made by your Senior Advisor.

Resourcing (Wages) \$12,345.00	Packaging (Disposable and Reusable) \$12,345.00
Delivery (if multiple sites) \$12,345.00	Waste Management \$12,345.00
Operating Costs / Maintenance \$12,345.00	Other \$12,345.00
Total expenditure this term \$98,760.00	
▼ This Term's External Funding	
External Funding received \$12,345.00	
▼ Supporting Evidence	
School Comments Test	
Attach relevant documents <input type="button" value="Upload Files"/> Or drop files	
<input type="button" value="Previous"/> <input type="button" value="Save"/>	

Funding Information

Funding will be paid through Pourato, and you will receive a remittance in Pourato confirming the payment.

To view funding information on the portal home page, any funding that has been paid will appear on this screen. To see a breakdown of the funding click on the “See Funding Information” link.



Home My Requests Enquiries Learning Supports Ka Ora, Ka Ako Resources Projects List More

Welcome to Ka Ora, Ka Ako Portal for Internal Model Schools | Kura

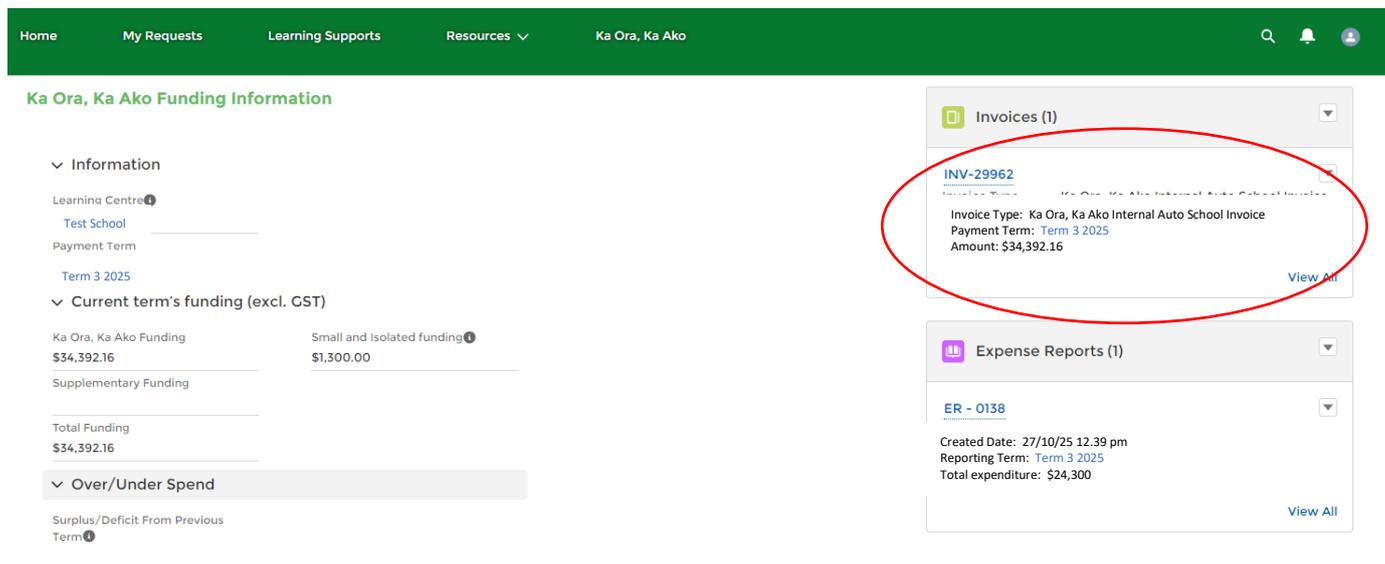
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Ka Ora, Ka Ako Funding Information			
Term 3 2025			
Payment Term Term 4, 2025	Total Income \$69,240.00	Surplus/Deficit -	See Funding Information

Submit your End of Term Expense Report form by clicking Next.

Test School Term 3 2025 27/10/25 12.39 pm [Next](#)

For a further breakdown of the funding by age group click on the Invoice.



Home My Requests Learning Supports Resources Ka Ora, Ka Ako

Ka Ora, Ka Ako Funding Information

Information

Learning Centre
Test School

Payment Term
Term 3 2025

Current term's funding (excl. GST)

Ka Ora, Ka Ako Funding	Small and Isolated funding
\$34,392.16	\$1,300.00
Supplementary Funding	
Total Funding	
\$34,392.16	

Over/Under Spend

Surplus/Deficit From Previous Term

Invoices (1)

[INV-29962](#)

Invoice Type: Ka Ora, Ka Ako Internal Auto School Invoice
Payment Term: Term 3 2025
Amount: \$34,392.16

Expense Reports (1)

[ER - 0138](#)

Created Date: 27/10/25 12.39 pm
Reporting Term: Term 3 2025
Total expenditure: \$24,300

You can see all the information broken down by roll numbers and other details.

Home My Requests Learning Supports Resources Ka Ora, Ka Ako

Invoice
INV-29962

Invoice Name
INV-29962

Amount
\$34,392.16

Amount Incl GST
\$39,550.98

Payment Term
Term 3 2025

\$34,392.16

Test School

▼ Roll Details

Current Roll: Year 0 - 3
58

Current Roll: Year 1 - 8
0

Current Roll: Year 4 - 8
65

Current Roll: Years 9+
0

Current Roll: Total
123

27/10/25

Invoice Type
Ka Ora, Ka Ako Internal Auto School Invoice

Invoice Received Date
27/10/25

invoice status
Validated

Invoice Due Date
10/11/2023

Test School

Invoice Lines (4)

MoE Invoi...	Description	Quantity	Unit Price
INVL-660...	Years 0-3	58	\$5.14
INVL-660...	Years 4-8	65	\$6.02
INVL-660...	Years 9+	0	\$7.65
INVL-660...	Small & Iso...	1	\$1,300.00

[View All](#)

If you click View All you will see the information displayed as below.

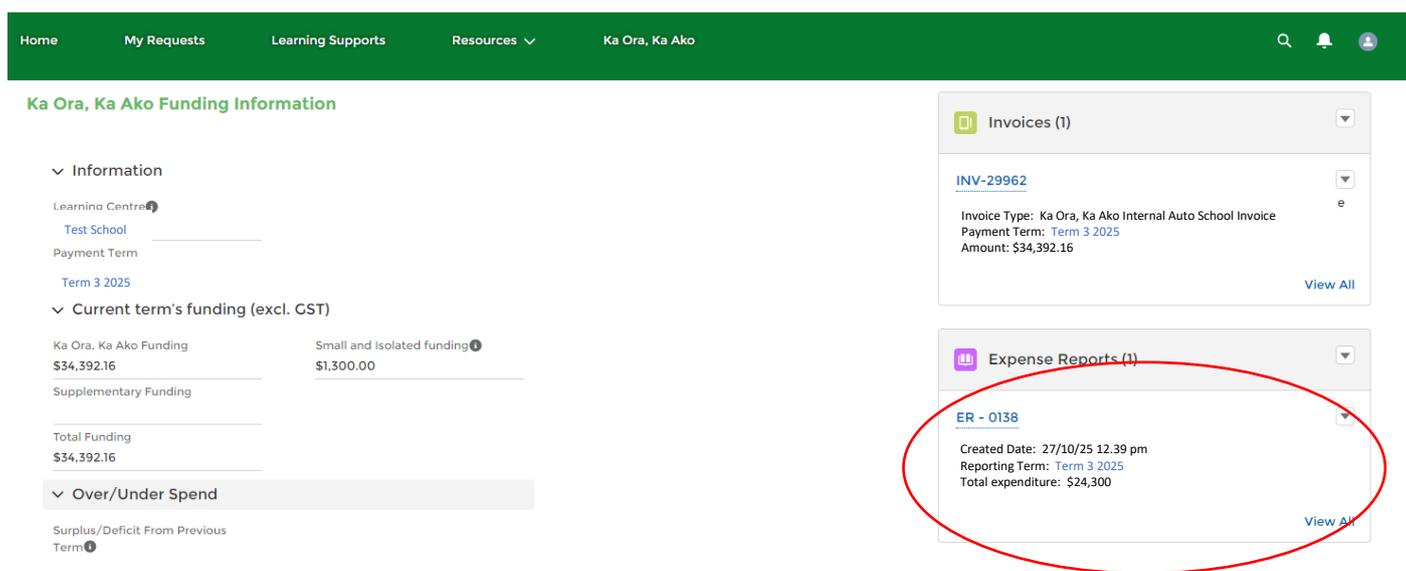
Home My Requests Learning Supports Resources Ka Ora, Ka Ako

Invoices > INV-29962
Invoice Lines

4 items • Updated a few seconds ago

MoE Invoice Line Ref	Description	Quantity	Unit Price	Amount (NZ\$)
1 INVL-66057	Years 0-3	58	\$5.14	\$14,309.76
2 INVL-66058	Years 4-8	65	\$6.02	\$18,782.40
3 INVL-66059	Years 9+	0	\$7.65	\$0.00
4 INVL-66060	Small & Isolated Funding	1	\$1,300.00	\$1,300.00

Back on the Funding Information screen you can also access the Expense Report information.



Ka Ora, Ka Ako Funding Information

Information

Learnina Centre

Test School

Payment Term

Term 3 2025

Current term's funding (excl. GST)

Ka Ora, Ka Ako Funding	Small and Isolated funding
\$34,392.16	\$1,300.00

Supplementary Funding

Total Funding

\$34,392.16

Over/Under Spend

Surplus/Deficit From Previous Term

Invoices (1)

INV-29962

Invoice Type: Ka Ora, Ka Ako Internal Auto School Invoice
Payment Term: Term 3 2025
Amount: \$34,392.16

View All

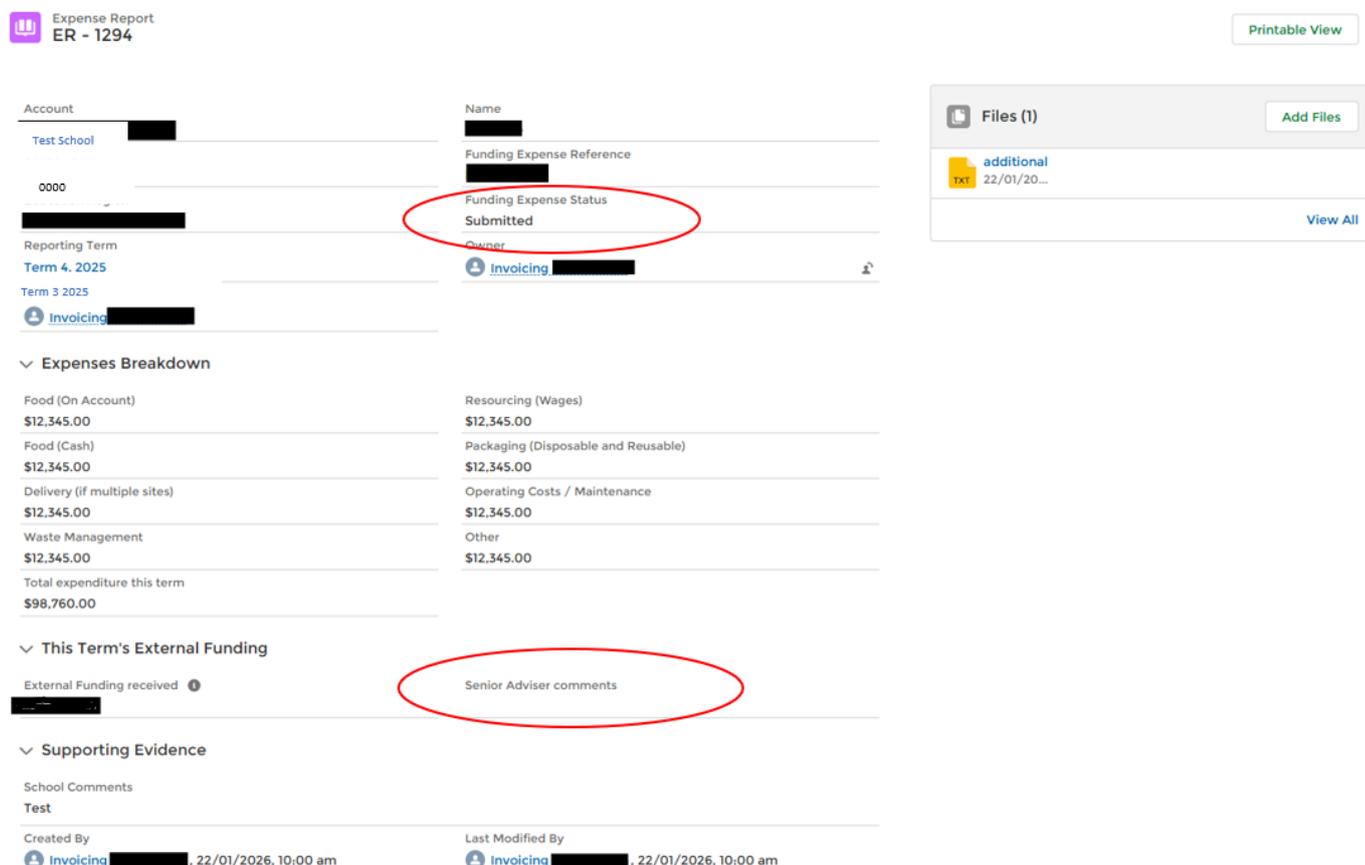
Expense Reports (1)

ER - 0138

Created Date: 27/10/25 12:39 pm
Reporting Term: Term 3 2025
Total expenditure: \$24,300

View All

- You can view the expense information that has been submitted.
- The 'Funding Expense Status' will either be 'Submitted', 'On Hold' or 'Approved'. If you need changes made to any of the expenditure, contact your senior advisor and they will be able to make changes for you.
- You will be able to view any comments made by the senior advisor from this screen.



Expense Report ER - 1294 Printable View

Account	Name
Test School	
0000	Funding Expense Reference
	Funding Expense Status
	Submitted
Reporting Term	Owner
Term 4, 2025	Invoicing
Term 3 2025	
Invoicing	

Expenses Breakdown

Food (On Account)	Resourcing (Wages)
\$12,345.00	\$12,345.00
Food (Cash)	Packaging (Disposable and Reusable)
\$12,345.00	\$12,345.00
Delivery (if multiple sites)	Operating Costs / Maintenance
\$12,345.00	\$12,345.00
Waste Management	Other
\$12,345.00	\$12,345.00
Total expenditure this term	
\$98,760.00	

This Term's External Funding

External Funding received

Senior Adviser comments

Supporting Evidence

School Comments

Test

Created By: Invoicing, 22/01/2026, 10:00 am

Last Modified By: Invoicing, 22/01/2026, 10:00 am

Files (1) Add Files

additional
22/01/20...

View All

Any questions, please contact your senior advisor.