

Automated funding and online expense reporting guide for schools and kura

Introduction

Most internal model schools and kura receive their funding via automated a funding process. The process calculates and automates 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 Healthy School Lunches portal.
- Funding will be paid through Pourato, and you will receive a remittance in Pourato confirming the payment.

Setting up the Healthy School Lunches portal in Education Sector Logon (ESL)

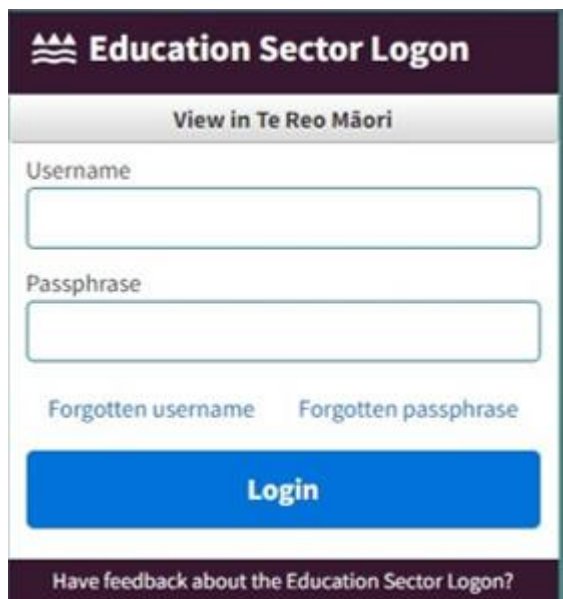
If you have any issues logging into ESL, please contact the Education Service Desk on **0800 422 599** or email service.desk@education.govt.nz

In order to gain access to the Healthy School Lunches funding portal you will need to be added to the Healthy School Lunches Role.

Adding a role to your ESL account:

- Contact your Delegated Authoriser (DA) with the following:
 - Your username,
 - The name of new role (Healthy School Lunches)
- 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 Healthy School Lunches role, log into ESL.



You will see the Healthy School Lunches option under **Roles and organisations**.

Education Sector Logon

Self service

- View my details >
- My Delegated Authorisers >
- View my account history >
- Edit my details >
- Remove my roles and orgs >
- Edit my security questions >
- Change my passphrase >

Reporting

- Create >
- Download >

Access

- Feedback survey

Self service

User details

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

Roles and organisations Remove roles and organisations

Open

Healthy School Lunches HealthySchoolLunches

Home Help Contact Us Feedback Privacy & Terms of Use Self service

Te Tāhuhu o te Mātauranga Ministry of Education Te Kāwanatanga o Aotearoa New Zealand Government

Click on the icon to launch the Healthy School Lunches application.



The Healthy School Lunches option should now appear in the top menu.

Home My Requests Learning Supports **Healthy School Lunches** Resources School Planning & Reporting

How can we help?

Ask a question...

We are working to improve this website. If you would like to be part of our testing and feedback, contact us at User.Testing@education.govt.nz

Close

Welcome

Articles you may be interested in

Te Puna Ohumahi Mātauranga | Education Workf...

No articles are associated with this topic right now.

Reading Recovery

No articles are associated with this topic right now.

Prime Minister's Vocational Excellence Award

No articles are associated with this topic right now.

Creatives In Schools

No articles are associated with this topic right now.

Border Exception

No articles are associated with this topic right now.

Counselling Support For Schools

No articles are associated with this topic right now.

Show More

Submitting online expense (End of Term financial) reports

Click on the Healthy School Lunches menu option and you will be taken to the home page. Click on the **Next** Button.

Home My Requests Learning Supports **Healthy School Lunches** Resources School Planning & Reporting

Welcome to Healthy School Lunches 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

Healthy School Lunches Funding Information		
Payment Term Term 2, 2026	Total Income \$43,966.40	Surplus/Deficit \$20,000

See Funding Information

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

Next

EXPENSE REPORTS

Name	Account	Reporting Term	Created Date
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The following screen will appear. **Create End of Term Expense Report**

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

Packaging (Disposable and Reusable)

\$0.00

Delivery (if multiple sites)

\$0.00

Waste Management

\$0.00

Operating Costs / Maintenance

\$0.00

Other

\$0.00

Total expenditure this term

\$0.00

This Term's External Funding

External Funding received

Drop-down list

- Use the **drop-down list to select the correct term** you want to report on. The most recent term will only become available once it has ended, usually at the start of the term break.

Expenses breakdown (excl GST)

- Enter your expenses (GST exclusive) into each category and the total will appear in the **Total expenditure this term**. If you use the Ministry End of Term (EoT) financial report & cashbook Excel workbook, you can use the figures from the relevant EoT financial report tab.
- Delivery** is for internal head schools and kura who supply to other schools or kura.
- Other** is for one off costs such as purchasing new equipment.

This Term's External Funding

- External Funding received.** Enter any additional non-Ministry lunch related funding you may have received from external sources (e.g., donations, board contributions). **Please do not enter the Ministry of Education lunch funding.**

Supporting Evidence

- **School Comments.** Enter any relevant comments that will be helpful to your Senior Advisor.
- **Upload or drop files.** You can upload or drop files by selecting the upload button in the **Supporting Evidence** and choosing the file or 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.

Submit your online expense report

- Once you are ready to submit your expense report click the **Save** button. This will open your completed online expense report.
- **Note:** After submitting your expense report, you will not be able to make any changes. Any amendments must be made by your Senior Advisor or a member of the Healthy School Lunches programme team.

Resourcing (Wages)	Packaging (Disposable and Reusable)
\$12,345.00	\$12,345.00
Delivery (if multiple sites)	Waste Management
\$12,345.00	\$12,345.00
Operating Costs / Maintenance	Other
\$12,345.00	\$12,345.00
Total expenditure this term	
\$98,760.00	
▼ This Term's External Funding	
External Funding received	
▼ Supporting Evidence	
School Comments	
Test	
Attach relevant documents	
Upload Files Or drop files	
Previous 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 be displayed on this screen. To view a breakdown of the funding click the **See Funding Information** link.
- Accumulated Surplus / Deficit** information is available on the home page. Please note that these figures include the latest term's funding. If online expense reports have not been submitted for one or more terms, each term's funding will continue to be added to the **Surplus / Deficit** balance.

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Welcome to Healthy School Lunches Portal for Internal Model Schools | Kura

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Healthy School Lunches Funding Information

Payment Term Term 2, 2026	Total Income \$43,966.40	Surplus/Deficit \$20,000	See Funding Information
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Submit your End of Term Expense Report form by clicking Next.

Next

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

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Healthy School Lunches Funding Information

Information

Learning Centre
[Ahititi School](#)

Payment Term
[Term 2, 2026](#)

Current term's funding (ex

Healthy School Lunches Funding \$43,966.40	Small and Isolated funding
Supplementary Funding \$0.00	
Total Funding \$43,966.40	

Invoices (3+)

INV-95952 Invoi... Invoi... Paid Amo... \$73,172.00	INV-95954 Invoi... Invoi... Paid Amo... \$1,500.00
INV-95956 Invoi... Invoi... Paid Amo... \$43,966.40	

View All

Invoice details

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

Click **View All** to display all invoice lines, as shown in the screenshot below.

Invoice
INV-95952

Invoice Name: INV-95952
Invoice Type: Healthy School Lunches: Internal Auto School Invoice
Amount: \$73,172.00
Amount Incl GST: \$84,147.80
Payment Term: Term 1, 2026
Lunch Funding: \$73,172.00
School: Test School

Invoice Received Date: 23/06/2026
Invoice Status: Paid
Invoice Due Date: 7/07/2026
Supplier: Test School

Invoice Lines (4)

MoE Invo...	Description	Quantity	Unit Price
INVL-179...	Years 0-3	55	\$4.51
INVL-179...	Years 4-8	65	\$4.51
INVL-179...	Years 9+	75	\$4.51
INVL-179...	Small & Iso...	0	

[View All](#)

Roll Details

Current Roll: Year 0 - 3
55
Current Roll: Year 1 - 8
0
Current Roll: Year 4 - 8
65
Current Roll: Years 9+
75
Current Roll: Total
195

Invoices > INV-95952 Invoice Lines
4 items - Updated a few seconds ago

MoE Invoice Line Ref	Description	Quantity	Unit Price	Amount (NZ\$)
1 INVL-179355	Years 0-3	55	\$4.51	\$11,906.40
2 INVL-179356	Years 4-8	65	\$4.51	\$14,071.20
3 INVL-179357	Years 9+	75	\$4.51	\$16,236
4 INVL-179358	Small & Isolated Funding	0		

Funding Expense Status

You can view the details of your submitted expense report from this screen.

- The **Funding Expense Status** will be either **Submitted**, **On Hold** or **Approved**.
- If you need any changes made to your expenditure, contact your Senior Advisor, who can update the expense report on your behalf.
- On hold** means your Senior Advisor may have some questions about your expenses and will contact you if further information is required.
- Approved** means your Senior Advisor has reviewed and processed your expense report.

Senior Advisor Comments

- You can also view any comments provided by your Senior Advisor on this screen.

Expense Report
ER - 1294

Account: Test School
Name: [Redacted]
Funding Expense Reference: [Redacted]
Funding Expense Status: Submitted
Owner: Invoicing [Redacted]

Reporting Term: Term 4, 2025
Term 3 2025
Invoicing [Redacted]

Expenses Breakdown

Food (On Account)	Food (Cash)	Delivery (if multiple sites)	Waste Management	Total expenditure this term
\$12,345.00	\$12,345.00	\$12,345.00	\$12,345.00	\$98,760.00

This Term's External Funding

External Funding received: [Redacted]

Supporting Evidence

School Comments: Test

Created By: Invoicing [Redacted], 22/01/2026, 10:00 am
Last Modified By: Invoicing [Redacted], 22/01/2026, 10:00 am

Please contact your Senior Advisor if you have any questions or require further information or support.