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)

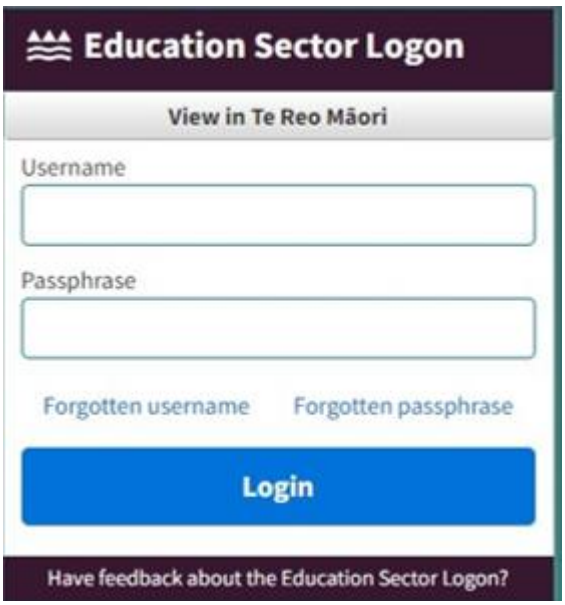
If you have any issues logging into ESL, please contact the Education Service Desk on **0800 422 599** or email service.desk@education.govt.nz

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

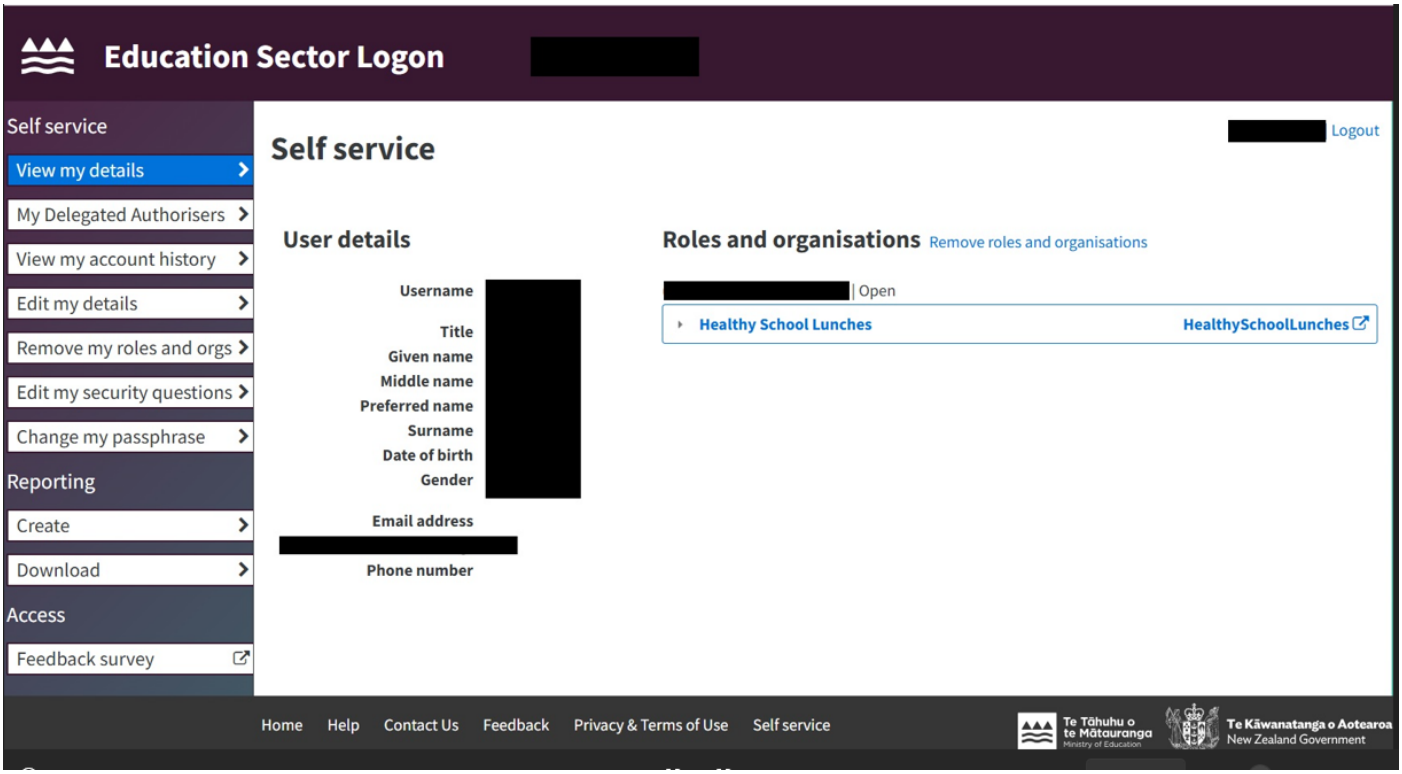
Adding a role to your ESL account:

- 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.



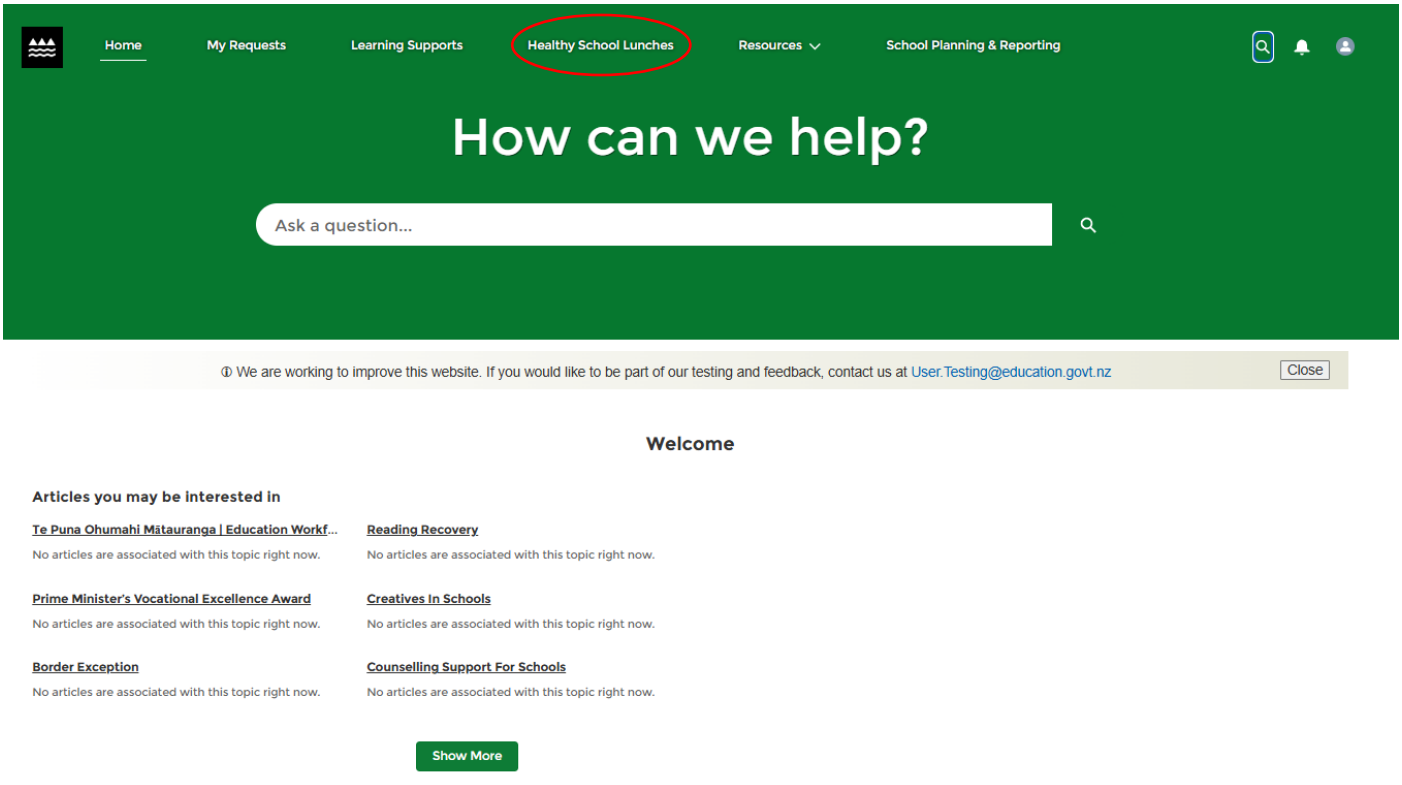
You will see the Healthy School Lunches option under **Roles and organisations**.



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

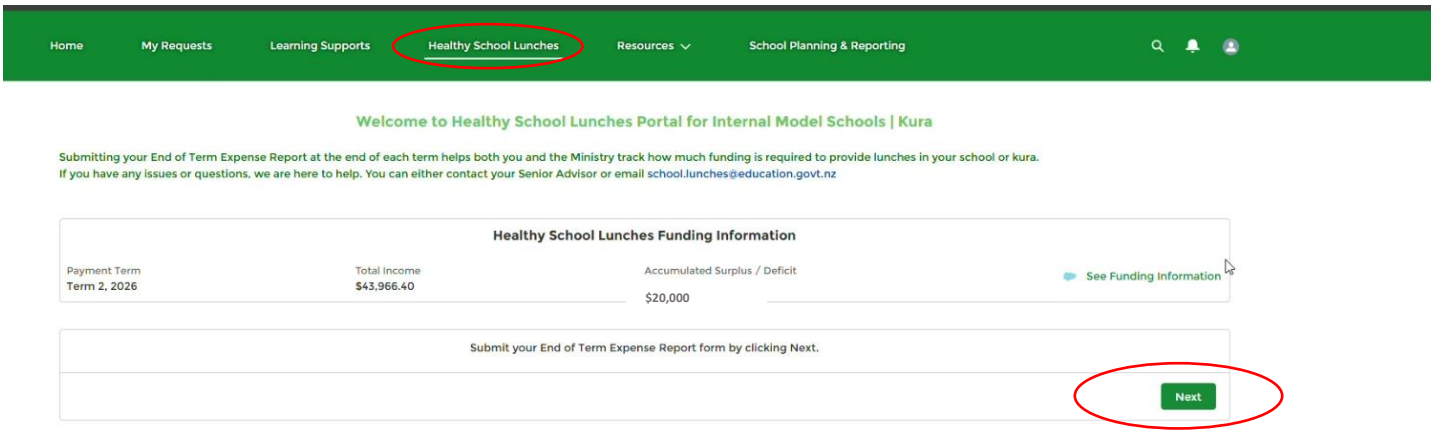


The Healthy School Lunches option should now appear in the top menu.

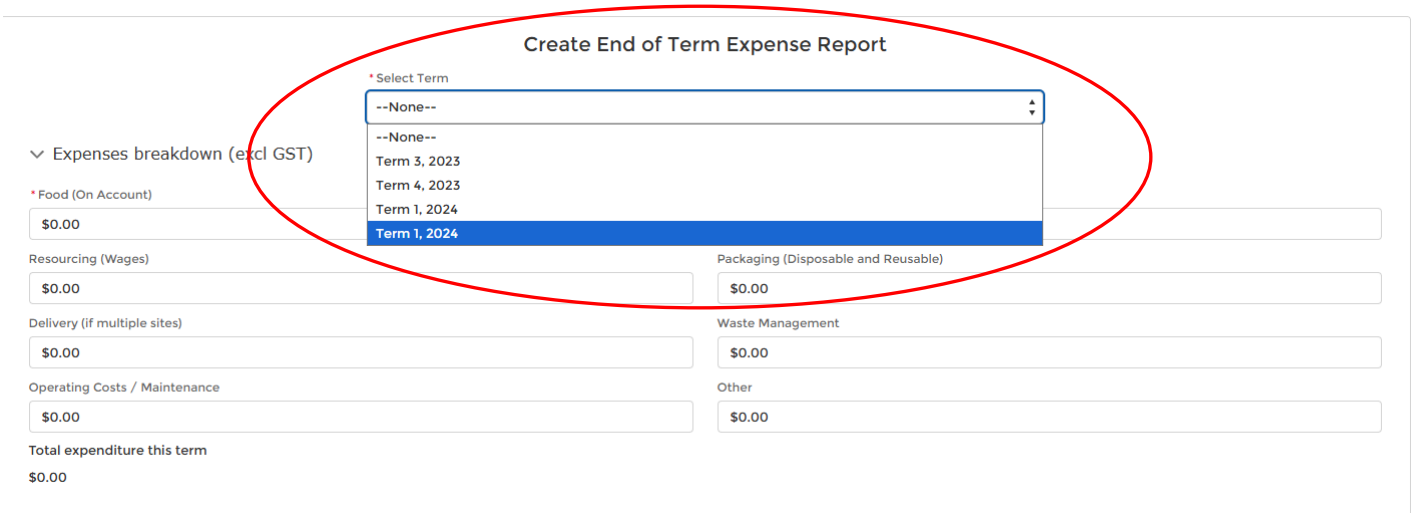


Submitting online expense (End of Term financial) reports

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



The following screen will appear. **Create End of Term Expense Report**

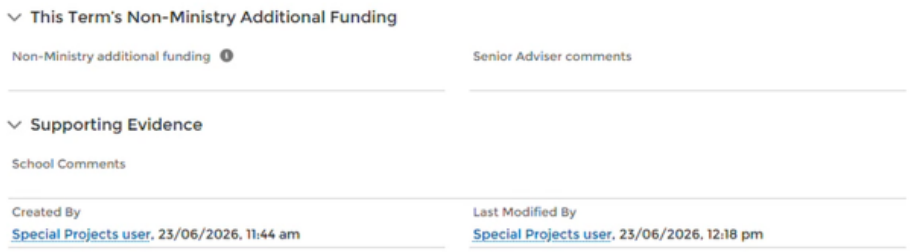


Drop-down list

- 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, non-recurring costs or costs that occur once a year. For example, set up costs, new equipment, any yearly maintenance costs, MPI food control plan registration, food levy and verifications costs.



This Term's Non-Ministry Additional Funding

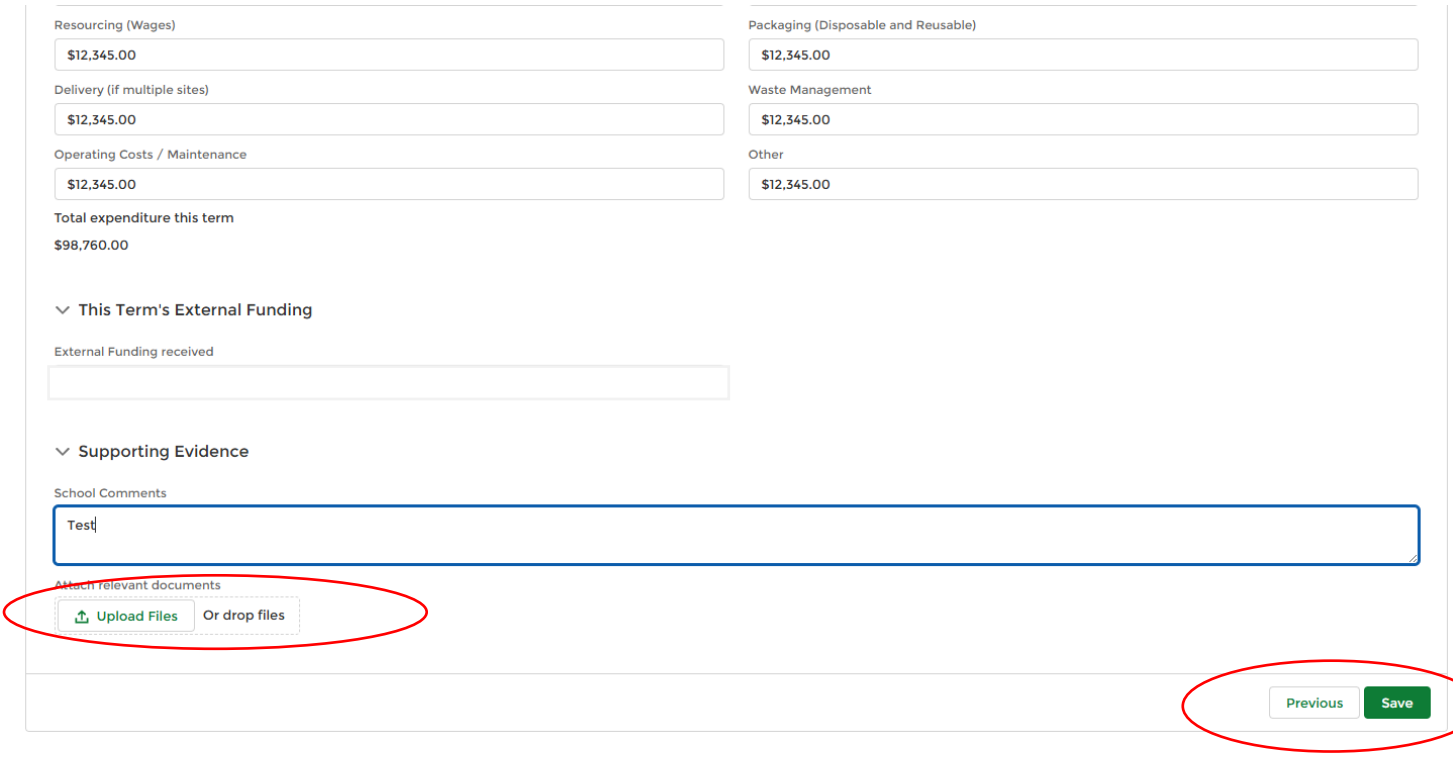
- **Non-Ministry Additional Funding received.** Enter any additional non-Ministry lunch related funding you may have received from external sources (e.g., donations, board contributions). *Please do not enter the Ministry of Education lunch funding.*

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.

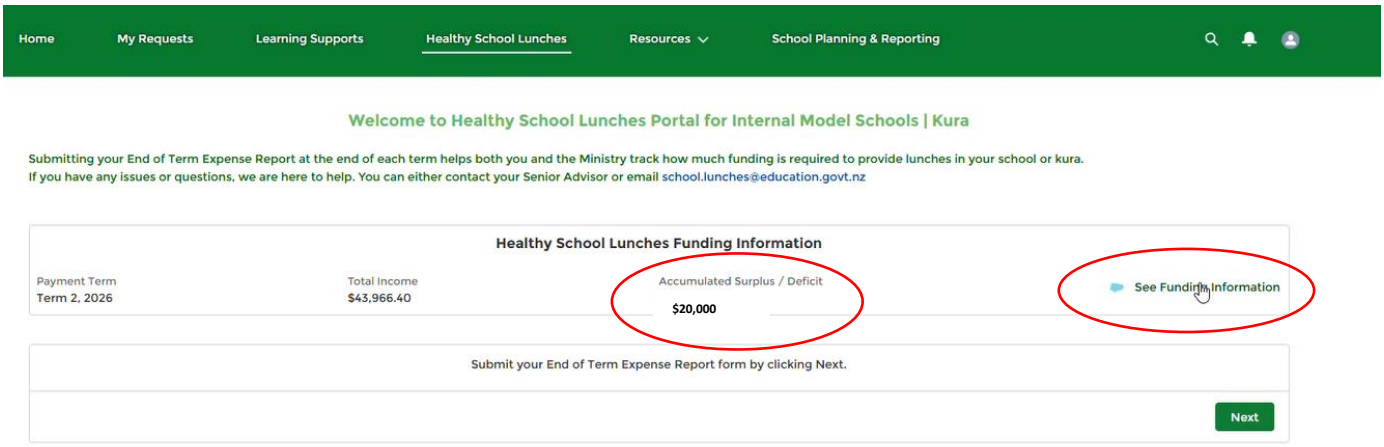
Submit your online expense report

- 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.

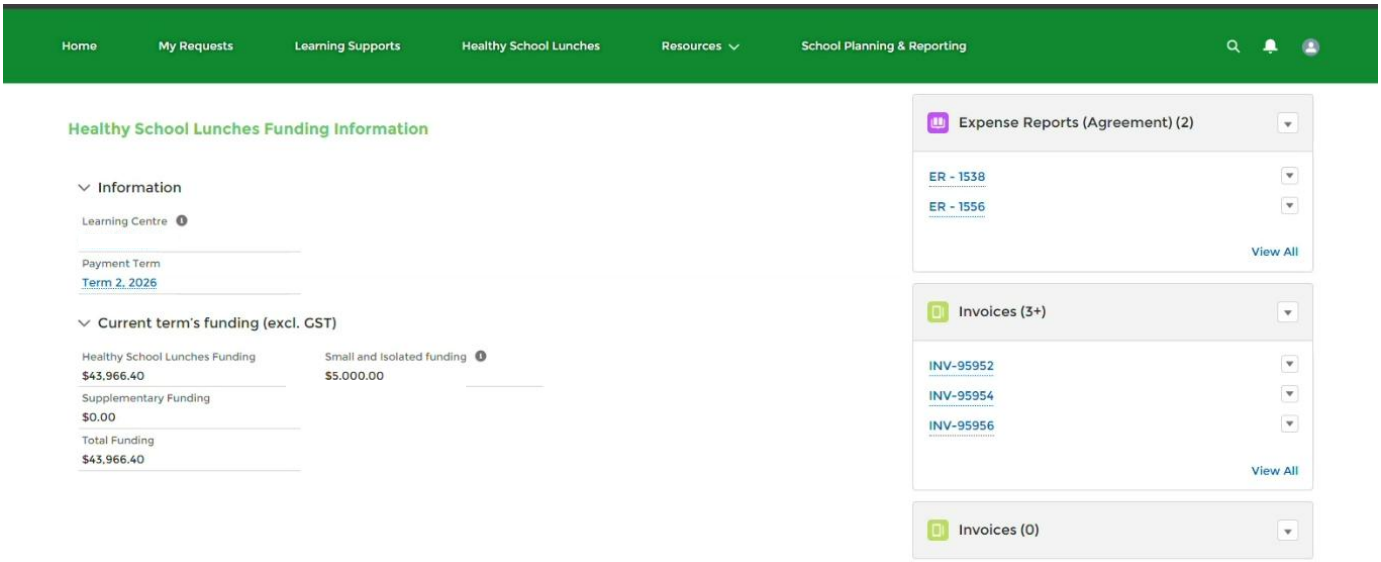


Funding Information

- 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.



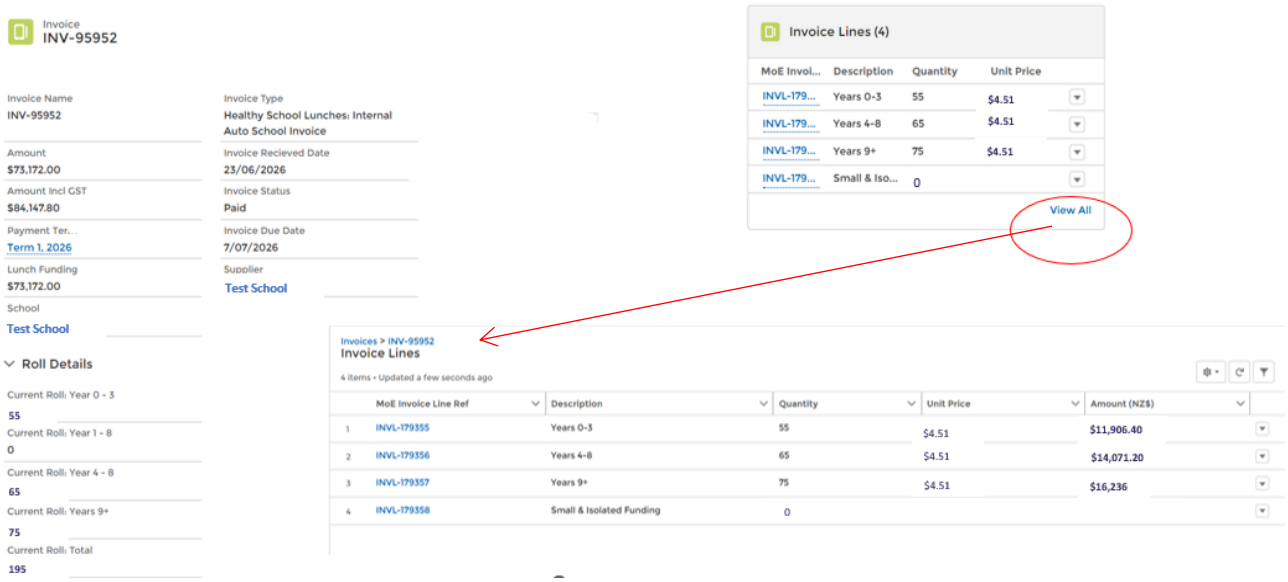
For a further breakdown of the funding by age group click on the **Invoices**.



Invoice details

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

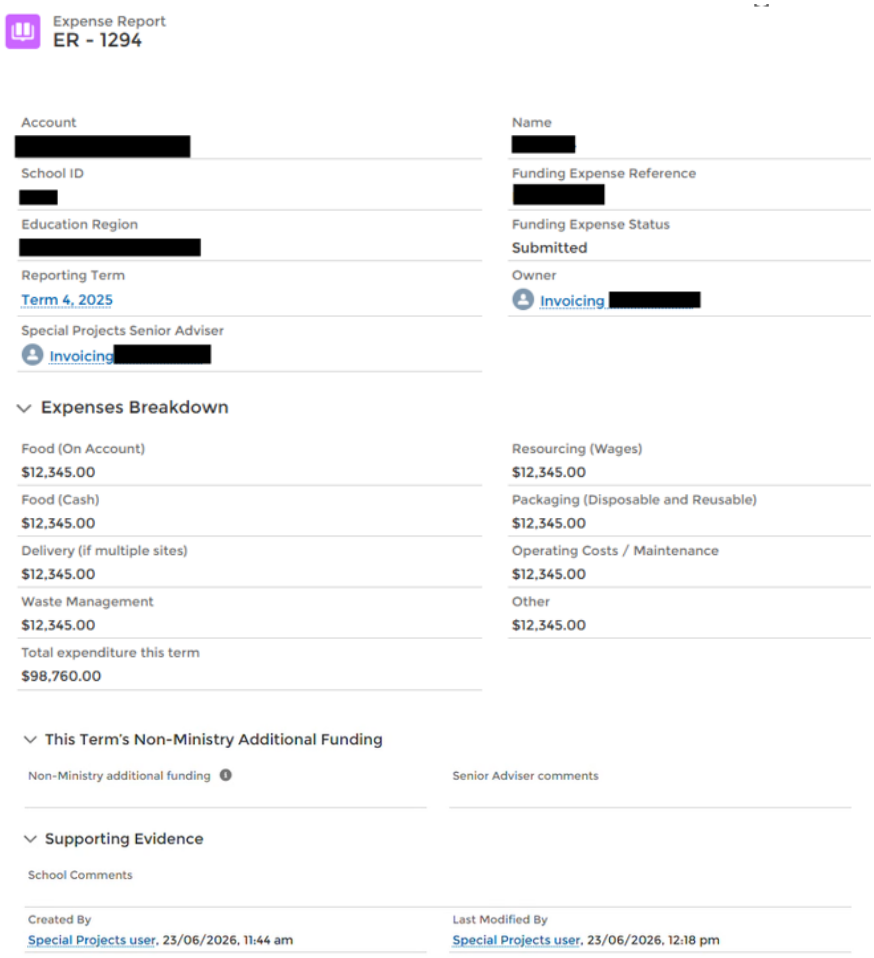
Click **View All** to display all invoice lines, as shown in the screenshot below.



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.

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