



# Financial Services - Creditors

*LEA Support For Creditor Payments  
through the Corporate Payments  
system (EKAS)*

## Contact

---

Derek Mumford – Financial Systems Manager  
Tel: 020 8547 5574  
Fax: 020 8547 5162  
e-mail: [derek.mumford@rbk.kingston.gov.uk](mailto:derek.mumford@rbk.kingston.gov.uk)

## Introduction

---

This service is for the payment of suppliers' invoices for supplies and services for all schools other than 'cheque book' schools. Unless the cheque book option has been adopted therefore, the service is mandatory for all Council establishments including schools and its operation is subject to the Council's Financial Regulations. **You therefore need take no action to be included in this service.**

The service includes both the processing of payments initiated by schools and a number of advisory and regulatory functions to ensure compliance with Statutory provisions and Financial Regulations.

## Core Service (Centrally Funded)

---

The Financial Services Department monitors Statutory requirements regarding payments to suppliers and will issue instructions and ad hoc guidance on the correct treatment of:

- Value Added Tax matters and
- Inland Revenue Construction Industry Scheme (CIS) matters

## **Services included**

---

### **1. THE PACKAGE**

The services provided are:

- Receiving electronically transmitted files of invoices from the FMS system and interfacing them to the EKAS Purchase Ledger for payment on a weekly basis, validating the file data and correcting errors.
- Maintenance of the EKAS Purchase Ledger Supplier File data to create and amend supplier details as necessary.
- Managing the printing and despatch of cheque payments or BACS direct credits to suppliers from weekly scheduled payment runs.
- Printing and despatching emergency manual cheques or BACS payments in cases where payment is essential before the next scheduled payment run.
- Cancelling of issued cheques which are lost, incorrect or otherwise invalid, by stopping the cheque at the bank and reversing expenditure accounting entries.
- Replacement of issued cheques which are lost but are correct and do not require amendment.
- Cancelling of entered invoices which are incorrect. Re-entering invoices which cannot be re-transmitted.
- General telephone assistance in resolving queries about particular supplier details or payments to them.
- Attendance at Bursars Briefings meetings as may be required.
- **Contacts :**  
**Cath Vallis, Accounts Payable Controller, tel. 8547 5578**  
**Eilish McNamee, System Support Officer, tel. 8547 5563**  
**‘Shan’ Shanmugarajah, System Support Officer, tel. 8547 5585**

## Purchase of Service and Basis of Charge

---

- It is the Financial Services Department's policy to make charges for the mandatory corporate finance systems based on a fair recovery of costs of overall usage of the system including officer time. Customers are not charged for individual queries or for help in resolving routine difficulties. We will in 2008/9 be continuing the formula based charge.
- Schools will accordingly be asked to pay a 'flat-rate' charge for the year, plus a charge based on the number of transactions we deal with which will cover all the routine services listed above. The combination of these charges recognises that a high-volume of trouble-free transactions is not weighted too highly.
- The rates for 2008/9 will be:
  - A flat-rate charge of £105 for the year.
  - A charge per FMS interfaced invoice of £0.42
  - A charge of £1.00 per invoice entered manually on your behalf, including correction of transmissions in error.
  - The Finance Directorate reserves the right to make an additional charge where substantial officer time is spent in dealing with exceptional situations attributable to actions of the school. Examples of this might be dealing with the fraudulent cashing of an erroneous cheque, or cases of major errors in FMS file transmission which require substantial corrective action. Such additional time will be charged at the rate of £40 per hour.

## **Payment Arrangements**

---

- Total actual charges will be made half-yearly in October and March and supporting documentation provided. Charges will be made by journal transfer. Any queries arising from the charges should be referred to Cath Vallis, Accounts Payable Controller.

Should any additional charges at the hourly rate become payable for exceptional additional work, a notification will be issued and payment should be made by journal transfer.