

## **Trips & Visits are administered through the Unofficial School Fund Account**

All school trips and visits must be discussed with Nicola Buchan (Educational Visits Coordinator) before booking, to ensure that the correct procedures are followed and to obtain authorisation from the Headteacher.

Part of the approval process will involve the production of a budget – once approved Yanina Sillence will provide guidance and advise correct procedures.

### **Unofficial fund invoices & cheque requests**

All invoices must be passed to Yanina Sillence for payment

In some circumstances unofficial fund cheques may need to be raised for a member of staff to pay for goods or services directly e.g. entrance fees on a school trip. Please complete Unofficial Fund – Request for Cash/Cheque form (yellow) and allow 10 days for the cheque to be raised and signed.

All receipts must be provided with any claims for expenses incurred while on a school trip.

For all claims, please ensure that the VAT number on the receipt is clear otherwise it is not possible to reclaim the VAT element of the purchase and it will be charged to your budget.

A tax invoice must be obtained where the value of the goods is £250 or more (including VAT)  
The invoice must show the customer as **Esher High School**. If you are paying by credit card etc. you will need to request a VAT invoice made out to Esher High School – without this the goods will cost the school 20% more as we will not be able to reclaim the VAT.

### **Payments from Students/Parents**

Wherever possible discourage the use of cash and seek to have payments made in the form of cheques made payable to Esher Church of England High School and ask parents to write the name of the students and the reason for the payment on the back of the cheque. All payments should be made via Student Services where a receipt will be issued to students for both cash payments.