

# SCHOOLS FINANCE MANUAL

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## 1.0 KEY CONTACTS

1.1 The key management contacts within Children and Young People's Service Finance are shown below:

<u>Officer</u>	<u>Post Title</u>	<u>Tel Extension</u>
Anton Hodge	Assistant Director – Finance and Management Support	2118
Deborah Wilbor	PA to Assistant Director	2727
Helen Coulthard	Finance Manager – Schools and Early Years	2102
Sally Dunn	Finance Manager – FMS Traded Services	2308
Howard Emmett	Finance Manager – Children's Social Care and Financial Performance	3264
Judith Walls	Finance Manager – Central Education Services and High Needs	2172

1.2 The telephone extensions listed are for County Hall, (01609) 780780, unless indicated otherwise. By prefixing the extension with "53", officers can be called direct.

1.3 Although e-mail addresses are not listed below, the format to be used is [\[firstname\].\[lastname\]@northyorks.gov.uk](mailto:[firstname].[lastname]@northyorks.gov.uk).

1.4 The key contact relating to the updating of this manual is: Jayne Laver, Finance Officer, telephone extension 4416.

## 2.0 KEY FINANCE CATEGORIES AND CONTACTS

2.1 Listed in this section are the key contacts and the lead contact for each subject covered within this manual. The subjects are listed in alphabetical order.

<u>Category</u>	<u>Officer</u>	<u>Post Title</u>	<u>Tel Ext</u>
<b>ACADEMY CONVERSIONS</b>			
<b>Key Finance Contact:</b>	Helen Coulthard	Principal Accountant	2102
	Richard Bentley	Finance Officer	3297
<b>ADMINISTRATION inc stationery orders and queries</b>			
<b>Key Finance Contact:</b>	Paddy Wild	Administrative Assistant	2744
	General Enquiries	Andrew Brice / Aubrey Baines Martin Short	Administrative Assistant Administrative Assistant Administrative Assistant
Payroll Entry Enquiries	Anthony Gibson	Administrative Assistant	2463

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## AUDIT – Veritau Ltd

<b>Key Contact:</b>	Max Thomas	Head of Internal Audit	2143
	Roman Pronyszyn	Audit and Information Assurance Manager	2284
	Ian Smithson	Principal Auditor	2739
School Audits	Mark Fletcher	Senior Auditor	2738
	Julie Pollock	Auditor	5901
	Judith Elliott	Auditor	01904 552925
Audit Bookings	Alex Coughlan	Trainee Auditor	6204
	Jael Brown	Administrative Assistant	5034

## BAFS

<b>Key Finance Contact:</b>	Sue Galloway	Accounting Technician	2743
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## BARCLAYCARD

<b>Key Finance Contact:</b>	Anne Banks	Administrative Officer	5887
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## CAPITAL

<b>Key Finance Contacts:</b>	Glen Murray	Accountant – Capital	2937
	Suzanne Firth	Strategic Planning Manager	3294
<b>Key Contact – CYPS Capital Programme:</b>	Jon Holden	Assistant Strategic Planning Manager	4076
	Adrian Paul	Jacobs UK	01609 785674
Construction Industry Scheme (CIS)	Pat Deakin	Maintenance Division Support Group – Jacobs UK	01609 785700
DFC Guidance & Approval	Julia Temple	Capital Support Officer	2342
	Cynthia Swales	Strategic Planning Clerical Assistant	2232
School Travel Plans	Saskia Kouyioumtzi	Road Safety and Travel Awareness Officer	01609 798320
Jacobs UK	Helpdesk	Morgan House, Mount View, Standard Way, NORTHALLERTON	01609 785700
	Helpdesk	The Library, Bilton Lane, HARROGATE	01423 568444
	Helpdesk	North Yorkshire House, 442 – 444 Scalby Road, SCARBOROUGH	01723 508410

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## CATERING (County Caterers)

**Key Finance Contact:** Graham Foxton Finance and Admin Manager 6873

## CONSISTENT FINANCIAL REPORTING (CFR)

**Key Finance Contact:** Nick Reast Senior Finance Admin Officer 2462

## EARLY YEARS

**Key Finance Contact:** Helen Coulthard Principal Accountant 2102

Tracey McPartland Senior Business Support Adviser 2575 or 07966 389409

Beverley Foster Business Support Adviser – Harrogate and Central Vale 5891 or 07966 872463

Paul G Roberts Business Support Adviser – Coast and White Horse 5892 or 07974 438302

Heather Sanderson Business Support Adviser – North and Craven 5752 or 07974 438070

Funding Formula and Headcount Arrangements Samantha Johnston Early Years Officer 2676

Joanne Webster Early Years Officer 2970

## FINANCIAL MANAGEMENT IN SCHOOLS (FMS)

**Key Finance Contact:** Sally Dunn FMS Team Manager 2308

Linda Player FMS Team Support Manager 2203

Administration and Statistics Paul Lambert FMS Admin and Statistics Officer 2312

Computerised Financial Systems ----- Please contact your FMS Officer direct -----

FMS Helpline 01609 798838

## GRANTS

**Key Finance Contact:** Howard Emmett Principal Accountant 3264

Sport Related Bids Matthew Kettlewell Sites Officer 2610

Sport Related Grant Accounting Jayne Laver Finance Officer 4416

## GOVERNORS

**Key Contact:** Chrissy Richardson Clerking Service Manager 5735

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## HUMAN RESOURCES

Northallerton	Susan Crawford	HR Manager	2152
	Gemma Dawson	Senior HR Adviser	6925
	Celia Newton	Senior HR Adviser	2296
	Kirstie Ellison Jones	Senior HR Admin	797296
	Lisa Wilson	HR Adviser	798540
	Shwetha Rao	HR Adviser	798617
Harrogate	Ann Coyne	Senior HR Adviser	6924
	Paul Hutchinson	Senior HR Adviser	2817
	Susan Ralph	Senior HR Adviser	6361
	Marie Pritchard	HR Adviser	2394
Central Vale		HR Administrator	01609 798310
White Horse		HR Administrator	01609 798308
North		HR Administrator	01609 798307
Coast		HR Administrator	01609 798309
Harrogate		HR Administrator	01609 798312
Craven		HR Administrator	01609 798311
Teachers' Pension Enquiries			01609 798313

## ICT

Schools ICT	Customer Services Helpline		0845 3302922
Data Protection	Dave Houghton	ICT Services Manager	6041

## INSURANCE

<b>Key Finance Contact:</b>	Sandra Langthorne	Finance Officer	2366
	Louise Gigante	Insurance and Risk Officer	2466

## JOINT USE

<b>Key Finance Contact:</b>	Jayne Laver	Finance Officer	4416
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## LEA DIRECTED USE

<b>Key Finance Contact:</b>	Gary Bowden	Finance Officer	2520
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## LEASING AGREEMENTS

**Key Finance Contact:** Anton Hodge      Assistant Director – Finance and Management Support      2118

## LEGAL

Advice Helpline      01609 532347

## LETTINGS

**Key Finance Contact:** Nick Reast      Senior Finance Admin Officer      2462  
Julia Temple      Capital Support Officer      3242

## MILK SUBSIDY

**Key Finance Contact:** Anne Banks      Administrative Officer      5887

## ORACLE PRINTS

**Key Finance Contact:** Sue Galloway      Accounting Technician      2743

## PAYROLL

Salary, National Insurance and Pension Queries      Nick Spence (Nicolas)      Senior Payroll Officer      2695

Payroll officers cover the following areas:

Ainderby Steeple to Barlow and South Kilvington to Tadcaster.      Nicky Bean      Payroll Officer      2962

Barrowcliffe to Brompton on Swale and Pannal to Snape      Sharon Andrews      Payroll Officer      2968

Brooklands to Holy Trinity      Graeme Malyon      Payroll Officer      2967

Hookstone Chase to Mowbray      Sophie Dale      Payroll Officer      2854

Nawton to Overdale and Terrington to Wykeham      Sharon Hodgson      Payroll Officer      01609 798041

## PFI SCHOOLS

**Key Finance Contact:** Jayne Laver      Finance Officer      4416

## PROCUREMENT

**Key Finance Contact:** Rachel Woodward      CYPs Procurement Champion      01609 798133

North Yorkshire Procurement Service      Stacey Speakman      Procurement Officer      3459

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#### PUPIL PREMIUM

**Key Finance Contact:** Richard Bentley Finance Officer 3297

#### SCHOOL BUDGETS & S251

**Key Finance Contact:** Helen Coulthard Principal Accountant 2102

S251 Richard Bentley Finance Officer 3297

School Sixth Form Funding inc 16-19 Bursary Jayne Laver Finance Officer 4416

Pupil Data Sue Galloway Accounting Technician 2743

Traded Services Nick Reast Senior Finance Admin Officer 2462

#### SCHOOLS FORUM

**Key Finance Contact:** Jayne Laver Finance Officer 4416

#### SPECIAL EDUCATIONAL NEEDS (SEN)

**Key Finance Contact:** Melissa Hird Senior Accounting Technician 5886

#### STAFF ABSENCE SCHEME

Scheme Administration Elaine Salmon Administrative Assistant 2939

Aubrey Baines Administrative Assistant 4873

#### TRADED SERVICES

**Key Finance Contact:** Rachel Wright Deputy Principal Accountant 2182

Sandra Gill Administrative Assistant 2668

For specific Traded Services please contact the service direct

#### VALUE ADDED TAX (VAT)

VAT Queries Denyse Stringer VAT Officer 2683

VAT Returns from Schools Anne Banks Administrative Officer 5887