

All Voluntary Grammar and Grant Maintained
Integrated Schools buying in school meals

Rathgael House
43 Balloo Road
Rathgill
Bangor
BT19 7PR

For the attention of the Principal and Bursar

21 December 2017

Dear Sir/Madam

**SCHOOL MEALS SERVICE
THIRD ESTIMATED REQUIREMENTS SPREADSHEET 2017/18**

Please find attached the third estimated requirements spreadsheet for 2017/18, completion of which is your application for third advance of grant and is a condition of grant payment. This spreadsheet should be completed to provide **actual** income and expenditure for April to June and July to December and an updated estimate of the income and expenditure on the school meals service during the rest of the 2017/18 financial year.

Ensuring value for money

As a buying in school, it is important that your school ensures that value for money is obtained from both the costs of your supplier and expenditure incurred by your school in providing the meals. The Department will be monitoring the expenditure of each school to ensure that the costs incurred are both reasonable and broadly in line with the costs incurred by other buying in schools. Where administrative costs exceed 10% of the total gross expenditure or the total overhead costs are in excess of 15% of total gross expenditure a more detailed breakdown of the costs will be requested. It is also important to ensure that any expenditure incurred and detailed in the spreadsheet relates solely to the provision of meals. The Department reserves the right to withhold or reduce funding in circumstances that it considers that value for money is not being achieved.

Third advance of grant

The third advance will issue following receipt of the above spreadsheet which should be returned by e-mail as soon as possible and no later than Friday 19 January 2018 to: schoolmealsteam@education-ni.gov.uk. Advances will be processed and grants paid in the order that completed spreadsheets are received. Regrettably advances cannot be paid until the completed spreadsheet has been received and agreed by the Department. The third advance will be based on your estimated requirements for January to March and will be adjusted (up or down) to take account of any variation between estimated and

actual income and expenditure in the preceding period. Should the Department make any adjustments, you will be notified of the change and provided with an explanation.

Value of a free school meal

The value of a free meal in the 2017/18 financial year which the Department will use to reimburse schools will be £2.55 (April to June) and £2.60 (September to March) for the primary sector and £2.75 (April to June) and £2.80 (September to March) for the post-primary sector. The Department will keep this under review.

Further Information

If you require any further information, help in completing the estimated requirements spreadsheet or further copies please contact Sheelagh McBratney for assistance, contact details provided below.

Sheelagh McBratney

Tel: 028 9127 9852

E-mail:

sheelagh.mcbratney@education-ni.gov.uk

The 2017/18 Third Estimated Requirements Spreadsheet is also available to download from the DE website at:

www.education-ni.gov.uk/articles/school-meals-funding-grant-maintained-integrated-schools-and-voluntary-grammar-schools

Yours faithfully



JONATHAN BOYD

Transport and School Meals Team