

APPENDIX A

Financial Management SLA – 2007/2008

Purpose	To ensure that the CLCs finances are effectively managed
Responsibility	The CLC revenue and capital budgets are agreed and monitored by the Management Board.
Contacts	Christine Wilson – College Business Manager
Services Covered	The ordering cycle (placing orders, delivery, invoice, payment)
Service Goals	Orders will be raised by the CLC and normally processed within 3 working days with a copy of the order passed to the CLC. The finance office will receive a confirmation order the same day for all telephone orders placed for urgent items. (exceptional circumstances only) Invoices will only be paid after being signed by the CLC Manager. Reports showing all expenditure and income under budget headings will be produced for the CLC every half term. Meetings to take place between the School Business Manager, CLC Manager and CLC Officer monthly.
Hours of Support	Normal school hours.
Methods of requesting Services/Reporting problems	Via email to College Business Manager
Service Metrics	Orders will be raised within 2 working days during term time. Confirmation orders will be sent on the same day to Finance. CLC Manager will sign all invoices passed to Finance for payment. Monthly meeting to take place by 18 th of each month. Copies of all financial reports will be provided by 6 th of each month.
Service Costs	£3682 per annum

Signed CLC Manager

 College Business Manager

 Date