



ELIGIBLE EXPENDITURE

1 Table

Task	Cost	Total	Invoice date
Cost of pupil meals based on daily number of meals			
Cost of adult meals based on daily number of meals			
Meals costs to be inclusive of the following:			
Catering Staff			
EL/PL Insurance			
Materials			
Consumables			
DBS Checks			
Uniforms			
Equipment			
Recruitment			
Training			
Administration Costs			
Additional costs (please detail)			
Grand Total (excluding VAT)			

VAT will be payable at the prevailing rate.

- 2 The Contractor shall maintain full and accurate accounts for the Service against the expenditure headings in the Table. Such accounts shall be retained for at least 6 years after the end of the financial year in which the last payment was made under this Contract. Input and output VAT shall be included as separate items in such accounts.
- 3 The Contractor shall permit duly authorised staff or agents of the School or the National Audit Office to examine the accounts at any reasonable time and shall furnish oral or written explanations of the account if required. The School reserves the right to have such staff or agents carry out examinations into the economy, efficiency and effectiveness with which the Contractor has used the School's resources in the performance of this Contract.
- 4 Invoicing - the total contract cost for each year is to be calculated by the average number of meals taken per week and based of 38 weeks of term time. An invoice shall be prepared by the Contractor on the 1st of each calendar month according to actual number meals taken - actual numbers to be agreed with the school at the end of each week. This is to be invoiced in arrears and shall be detailed against the expenditure headings set out in the Table. The Contractor or his or her nominated representative or accountant shall certify on the invoice that the amounts claimed were expended wholly

and necessarily by the Contractor on the Service in accordance with the Contract and that the invoice does not include any costs being claimed from any other body or individual or from the School within the terms of another contract.