**Who Do I Contact?**

Here is a list of contacts for general day to day queries on finance. If you have a query on an area that is not covered here, please get in touch with your School Funding Team Officer in the first instance. SFT Officer contacts are shown in the ‘SFT Guidance’ area of the Bradford Schools Online website.

Children’s Services Reception at Margaret McMillan Tower: 01274 439234

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| **Area** | **Main Reason for Contacting** | **Name** | **Telephone No.** | **Company / Department** |
| 6th Form Funding / Post-16 | Queries & Information on 6th Form Funding and post-16 services | Angela Taylor / Matt Findull / Alistair Marshall | 01274 439556 | EEET (Education, Employment and Enterprise Team |
| Academies conversion | Advice on academy conversion | Sharon Brear | 01274 439348 | Education Client Services |
| Academies | The funding of Academies & income modelling for schools potentially aiming for academy status | Dawn Haigh | 01274 433775 | School Funding Team |
| Admissions & Appeals | Advice & guidance on admissions to schools and appeals | Rachel Phillips | 01274 439200 | Admissions Team |
| Asset Management | Advice on building, assets and safety issues | Sandra Moore | 01274 431755 | Bradford Council Asset Mgt Dept |
| Audit | Advice on Council audit and good practice | Karl Pease | 01274 432249 | Bradford Council Audit Department |
| Bank Payments (Council) | For unidentified credits/debits received from the Council on your bank statement | Accounts payable Ghaffar Hussain | 01274 432873 01274 432066 | Bradford Council Creditor Payments |
| Building Schools for the Future | Advice for BSF schools on costs, contracts, service providers & funding | Rachel Gledhill-Moseley | 01274 433808 | Bradford Council BSF Team |
| Business Manager / Bursar Forum (Primary) | Contact with the Primary Bursars Forum (regular meetings, advice & support) | Jenni Taylor / Danielle Clifford | 01274 488703 / 01274 636921 | Crossley Hall Primary Academy / Grove House Primary  [bradfordsbmforum@outlook.com](mailto:bradfordsbmforum@outlook.com) |
| Business Manager / Bursar Forum (Secondary) | Contact with the Secondary Bursars Forum (regular meetings, advice and support) | Ashley Reed | 01274 909120 | Bradford Diocesan Academy Trust (BDAT) |
| Capital Funding | Advice on capital allocations and the processing of Devolved Formula Capital | Dawn Haigh | 01274 433775 | School Funding Team |
| Catering | Queries/info relating to a journal or invoiced charges for school meals provision | Kalpana Mistry | 01274 431899 | Facilities Management |
| Census | Advice on completion of the DfE’s termly census and access to census data | Rebecca Troth / Ceekay Schofield | 01274 439648 / 01274 439645 | Information Management Team |
| Children’s Centres | Advice on the Funding and Accounting Reporting Requirements for Children’s Centres | Jaclyn McManus | 02174 431965 | Bradford Council Early Years and Childcare |
| DBS Checks | Info on DBS (CRB) check process and progress | Rehana Swaleh | 01274 436285 | HR Vetting Service 🞲 |
| Early Years | Advice on the provision of the Free Entitlement to Nursery education | Dawn Haigh | 01274 433775 | School Funding Team |
| Energy Management / Carbon Reduction | Advice on contract prices and details and energy saving measures | Kate Smallwood | 01274 433885 | Environment & Climate Change Unit |
| Exclusions and Behaviour Support | Advice & guidance on the funding of excluded & included pupils and BACS | Karen Roper | 01274 439333 | Behaviour Support Service |
| Formula Funding | General queries on how schools are funded, formula funding & Section 251 Budgets | Dawn Haigh  Andrew Redding | 01274 433775 / 01274 432678 | School Funding Team |
| Fraud | Advice on suspected financial misconduct | David Burns | 01274 431595 | Corporate Fraud |
| Governors | Advice and support for Governors, access to courses (including the Effective Financial Governance Course) and provision of a clerking service | Christina Low | 01274 439400 | Leadership & Governance Team 🞲 |
| Growth Funding | Adjustments to school funding in year for growth in pupil numbers | Andrew Redding / Dawn Haigh | 01274 432678 / 01274 433775 | School Funding Team |
| HCSS (access group) | Support and guidance on software use | HCSS Helpdesk  SFT Contact | 0845 345 3300 01274 437042 | HCSS School Funding Team |
| Insurance | Advice on school insurance responsibilities and claiming processes | Graham Dalby | 01274 432781 | Council Insurance & Risk Management |
| Legal Services | Legal Advice on School Issues (contracts, regulations etc) | Joanne Gleeson | 01274 432878 | Bradford Council Corporate Law Team 🞲 |
| Looked After Children | The funding of Children Looked After | Fiona Wood / Dawn Haigh | 01274 439623 /  01274 435280 01274 433775 | CLA Virtual School Head /  Looked After Children / School Funding Team |
| Maternity | Advice on maternity funding & the allocation of reimbursements to schools | Cathryn Whiteley | 01274 435484 | HR Advisory Service |
| New Communities and Traveller Children | Advice on provision for refugees, asylum seekers and children from traveller communities | Kate Hopton | 01274 439393 | New Communities and Travellers |
| Passwords | Request a login id and password for Bradford Schools Online (BSO website) | Azeem Hussain | 01274 435337 | Information Management Team |
| Payroll | Queries/info on payments to staff | Nominated Payroll Officer | 01274 437546 | Bradford Council Payroll 🞲 |
| Payroll FBS Reports | Queries on Full Budget Share payroll reports uploaded to BSO | Jayne Whitehead | 01274 432588 | Bradford Council Payroll 🞲 |
| Procurement | Advice on Procurement legislation, good practice and value for money | Michelle Carroll | 01274 434656 | Bradford Council Procurement |
| Pupil Number Forecasts | Forecasted pupil numbers for future years | Claire Marshall-Swales | 01274 439207 | School Organisation and Place Planning |
| Pupil Premium | Queries and information on the Pupil Premium | Dawn Haigh | 01274 433775 | School Funding Team |
| Rates | Info relating to Rates charges for schools | Tracy Mellor | 01274 435329 | Bradford Council Education Capital Team |
| SAP/TABS Reports | Queries on SAP (TABS) reports uploaded to BSO | SFT Contact | 01274 434914 01274 437042 | School Funding Team |
| SAP Transactions | Unidentified items on SAP prints | SFT Contact | 01274 437042 01274 434914 | School Funding Team |
| School Companies | Requirement to consult with LA when establishing a school company | Ian Smart | 01274 431735 | Education Client Services |
| SIMS | Support and guidance on software use | Helpdesk | 01274 439300 | E-ICT Service 🞲 |
| Special Educational Needs | Funding of SEN Statemented pupils & SEN Formula Funding | TBC | 01274 431139 | SEN Team |
| Staff Contracts | Queries/info on staff employment issues | HR Contact | 01274 436644 | HR School Support Service🞲 |
| VAT | Advice on Schools’ VAT issues in first instance | Helena Cassidy | 01274 437061 | School Funding Team |

*🞲 These services are only available to subscribers. If you would like information on the services available and the subscription fees please contact the number shown above against each service.*