



Ravensbury Schools BACS System

- The use of SIMS FMS and Lloyds Commercial Banking Online BACS System is restricted to staff authorised by the governing board who have been issued with the guidelines (appendix 1).
- The procedures below for making payments by BACS conform to existing controls for processing payments by cheque and reflect the principles of segregation of duties as detailed in schools financial procedures manual.
- When payments are made by BACS the BACS run report produced from SIMS FMS together with all the invoices detailed in the report will be presented to and signed by the members of staff who will be approving the payments online.
- The responsibility for proper administration of the school's finance affairs rest with the governing board. Governors were consulted and authorised the use of making payments by BACS at the Resource committee meeting held on 11th March 2024.
- The School Business Manager (SBM) and Deputy Headteacher are the Primary Administrators and are responsible for the overall management Lloyds Commercial Banking Online. The SBM and DHT are the only ones who has access to the Primary Administrator login and secure password

To safeguard against fraud Ravensbury Community School is set up for dual authorisation for user administration, this ensures that any changes to the Lloyds Commercial Banking Online set up or authorisation rights are authorised by two people.

- Payment Approvers

Ravensbury Community School has the following approvers for payment.

Name	Title
Maureen Hughes	Headteacher
Louise Thewlis	Deputy Headteacher
Kirsty Wolfenden	Assistant Headteacher
Nicola Richardson <i>Only to be used in emergency</i>	Business Manager

All payments will be approved by two members of cheque signatories at all times. The payment summary will be counter signed by a further cheque signatory.

- The following limits have been set

Total BACS batch limit £15k

Individual supplier limit - £60k

Payments from Lloyds Commercial Banking will only be made via batches imported from Sims FMS by:

Rebecca Tindall	Administrator
Nicola Richardson <i>Only to be used in emergency</i>	Business Manager

- Checks will be made to ensure the file time and date match the BACS Report produced from FMS

BACS Details in Sims FMS

- Only the school Business Manager and Administrations Assistant are able to add/edit/delete supplier Bank Account details.
- All Supplier Bank Account details must be on letter headed paper and copies retained on file, for both initial set up and any changes.
- Any changes to supplier bank account details are shown on the BACs run report with is given to check and sign to the 2 approvers. This shows what date any changes to a supplier was made and who made the change.
- Requests for changes to bank details received from suppliers will not be actioned without further verification with the supplier.

Approved by Governing Board

_____ Date: Chair of Governors (Name of chair of
Governors)

_____ Date: Chair of finance Committee (Name of
chair of Resource Committee)

Appendix 1

Ravensbury Community School Payment Approver requirements

As a payment approver for the following requirements must be followed when using Lloyds Commercial Banking Online to approve BACS payments.

- Your username and password are adequate to protect access from unauthorised users and are known only to yourself
- Your Lloyds Commercial Banking authorisation card and card reader are to be kept in a secure place and nobody other than yourself will have access to the pin number
- You will make checks from the payments presented to you on Lloyds Commercial Banking Online against the report and invoices from Sims FMS

PLEASE NOTE:

- Checks will be made on a sample of suppliers Bank Account details.
- Checks will be made on the exported file to ensure the date and time match Sims FMS BACS Report and ensure this has not been edited and is in the original state.

I acknowledge the above, and agree to adhere to the requirements

Ravensbury Community School BACS Approver

Signature

Date:
