



BACS Policy

Schools BACS System

- The use of Lloyds 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 finance committee meeting held on 4th March 2019.
- The school Business Manager (SBM) is the service administrator and is responsible for managing Lloyds Commercial Banking online. The SBM is the only one who has access to the service administrator login and secure password.

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

- Payment Approvers

Buckton Vale has the following approvers for payment.

Deputy Headteacher – Kelly Quinn

SBM – Carol Roberts

All payments will be approved by the 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 – £30,000

Individual supplier limit - £15,000

- Payments from Lloyds Commercial Banking will only be made via batches imported from Sims FMS by the Administrator (SBM).
- When a BACS batch is imported from Sims FMS to Lloyds Commercial Banking the batch will be frozen so that it is not editable. Any changes to payments will be made through Sims FMS.
- Checks will be made to ensure the file time and date match the BACS Report produced from Sims.

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.
- A sample check of Bank Account details will take place once a term by either the Head Teacher or Deputy
- 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 finance committee)

Appendix 1

Buckton Vale Primary School Payment Approver requirements

As a payment approver for the following requirements must be followed when using Lloyds Commercial Banking 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 against the report and invoices from Sims FMS

PLEASE NOTE:

- Checks will be made once a term 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

Kelly Quinn – BACS Approver

Date:
