

Online Banking Request Form

School:

Bank Account Number: Sort Code

Name of member of staff	Email address	<u>Role 1</u> Input, authorisation and view of bank transactions	<u>Role 2</u> Authorise and view of bank transactions	<u>Role 3</u> View of bank transactions only	<u>Role 4</u> Input and view of bank transactions only

(Please mark with an X the role which each individual has approval for)

Online banking and access rights for the above have been approved by the Governing Body.

All of those listed as *Role 1* and *Role 2* categories are already approved as authorised signatories for the school account

Signed:
Signed:

Position: Head teacher
Position: Chair of Governors

Date:/...../.....
Date:/..../.....

Notes

1. All of the staff proposed as Role 1 or Role 2 users must already be authorised signatories for the school. If additional signatories are required then a new school bank mandate form will need to be completed. These are available on the LMS website.

<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/information-schools/local-management-schools-lms/banking-including>

2. School governors are not permitted to have online access as they are not members of staff of the school or the authority.
3. It is permissible for staff to be set up with both input as well as approval rights as the NatWest online bank facility ensures automated separation of duties, i.e. when inputting an online payment proposal batch a member of staff cannot approve that same batch online. They can however approve a batch that someone else has input.
4. It is recommended that the task of inputting payment proposals routinely sits either with the Bursar or appropriate finance staff and not with senior members of the teaching staff.
5. Three bank account signatories will, in effect, need to be content with a payment batch before it is processed – one member of staff inputting the payment batch and two members of staff need to approve the transactions. This separation of duties is consistent with the requirements set out in the LMS Scheme for Financing Schools.
6. Once completed and signed a scanned version of the above document should be emailed to **schoolsfinance@miltonkeynes.gov.uk** in order to initiate the set up process for online banking.