



# Heywood Community School

Ballinakill, Co. Laois.

Tel: 057-8733333

E-mail: [admin@heywood.ie](mailto:admin@heywood.ie) Web: [www.heywood.ie](http://www.heywood.ie)

Roll No: 91427C

Approved by Board of Management: Tuesday 8<sup>th</sup> April 2025

## 1. Introduction

The board has prepared and implemented the following Electronic Banking policy as part of the schools' internal control procedures.

## 2. Electronic Banking Instructions

<b>Electronic Banking</b>	
i) Bank accounts to be accessed on electronic banking.	List bank accounts: Main Account IE59BOFI90159791947143  Extra-Curricular Account: IE54 BOFI 9015 9723 0585 12  Book Account: IE25 BOFI 9015 9713 4232 48  Gym Account: IE46 BOFI 9015 9713 4192 81
ii) Names of authorised users.	List users and their role within the school/BOM: <ul style="list-style-type: none"><li>• Mr. Eamon Jackman: Principal</li><li>• Mr. Peter Malone: Deputy Principal</li><li>• Ms. Bernie Swayne: Secretary</li><li>• Ms. Lorraine Whelan: Secretary</li></ul>
iii) Users access to functions of the system by individual users.  Before payments are processed, it is the responsibility of those authorised individuals to ensure adequate checks have been made and payments are transferred to the correct bank accounts, in line with the policy.	<b>List users and their access rights etc:</b> <ul style="list-style-type: none"><li>• <b>Mr. Eamon Jackman:</b> Approver</li><li>• <b>Mr. Peter Malone:</b> Approver</li><li>• <b>Ms. Bernie Swayne:</b> Input of payments, add new accounts, delete accounts, set up standing orders / direct debits</li></ul>

[Type here]

	<ul style="list-style-type: none"> <li>• <b>Ms. Lorraine Whelan:</b> Input of payments, add new accounts, delete accounts, set up standing orders / direct debits</li> </ul>
iv) In <b>Voluntary Secondary schools</b> and <b>Community &amp; Comprehensive Schools</b> , the authorisers are the Principal and one other person nominated by the board.	<p><b>List BOM members who are authorised to approve payments:</b></p> <ul style="list-style-type: none"> <li>• Mr. Eamon Jackman</li> <li>• Mr. Peter Malone</li> </ul> <p>In line with good financial practice and segregation of duties, the person inputting the payment should not be one of the approvers of the payment.</p>
v) The inclusion of new bank accounts in the system and the deletion of old accounts from the system must also be approved by the board in a similar manner.	<p><b>Approval obtained and minute by:</b></p> <p><b>Dated:</b></p>
vi) Thresholds regarding the euro value of transactions per day / week / month / per authorised user should be approved by the board and set at a realistic level having regard to the average recurring payroll costs.	<p><b>Detail limits:</b>  <b>There is a limit of €100,000 per day.</b></p>
vii) Security controls regarding access to the system and passwords must be set out.	<p>Detail current security controls in place:</p> <p>The system can only be accessed by the aforementioned individuals. All access is password protected and involves two factor authentication using personal mobile phone.</p> <p>Passwords are not to be disclosed to any third party or shared. Only the approved input users or approvers may access the system.</p> <p>It is strongly encouraged that the system is only accessed via Heywood Community School devices and not via personal devices.</p>

viii) Security measures around set up or change to payee bank details	<ul style="list-style-type: none"><li>• Documentation of bank details for new payees &amp; requests for changes to payee details should be maintained on file.</li><li>• New bank details or any changes to payee details must be confirmed by phone call to a known contact at the supplier, or in person.</li><li>• New bank details or any changes to payee details must be approved by both authorisers before any changes are made.</li><li>• Vigilance around email in relation to requests to change supplier bank information should be high. Email contact around this area should be limited as this is where fraudulent activity may originate.</li></ul>
---	--

### 3. Contacts:

For questions about this policy, contact the board of management or Mr. Eamon Jackman, Principal and Secretary to the Board of Management.

### 4. Policy Review:

The policy should be reviewed and, where appropriate. The results of this review should be approved and noted in the minutes of the board.

Adopted by board of management on 8<sup>th</sup> April 2025

Signed by the Chair on behalf of the board of management.

