

## Barclays Bank Update:

Due to a delay with the setup of the online accounts the Barclays online card readers and cards will not be with schools by 1<sup>st</sup> July 2015. We apologise for the delay but are working towards having the cards/readers delivered to schools for the start of the Autumn term.

Schools will receive weekly bank statements to ensure that bank balances can still be viewed during the interim period.

Please note that although the Barclays bank accounts will be open from 1<sup>st</sup> July they will not be active within Star Accounts until it has been rolled forward into July (Period 04).

In response to some telephone queries we have received, in brief:

### **Income**

Once your accounts are in July all income can be banked and entered into Star Accounts

### **Expenditure**

Cheques can only be written once you been contacted by Accounting Software Support to state that funds are now available. Balances will only be transferred once your June returns have been processed and the account has been reconciled at County Hall.

For full details please refer to the original 'Changing Bank Accounts in Star Accounts' instructions which still apply, with the exception of the card readers/cards delay.

<http://www.eficts.norfolk.gov.uk/Finance/StarAccounts/Ix74yi1297g/Changing%20Banks%20in%20STAR%20Generic.pdf>

Missing cheque or paying in books must be reported to James Stanford as previously notified in the MI sheet (see below):

<https://csapps.norfolk.gov.uk/csshared/ecourier2/misheet.asp?misheetid=21219>.

Please ensure that cheque books that have cheque numbers beginning with 200001 have been destroyed as previously notified in MI sheet (see below):

<https://csapps.norfolk.gov.uk/csshared/ecourier2/misheet.asp?misheetid=21128>