SoS/DSD Account - Make Payment To

This procedure will explain the steps taken to make a Secretary of State (SoS)/Department for Social Development (DSD) payment. This will be completed at team leader (TL) level in client fund accounts team (CFAT).

When a payment is received in BaNCS for transfer to the SoS/DSD account, the system automatically allocates the payments within BaNCS to the relevant accounts. There are four SoS/DSD accounts within the system, depending on the payment type (suspense or arrears) they pay to one of the following accounts:

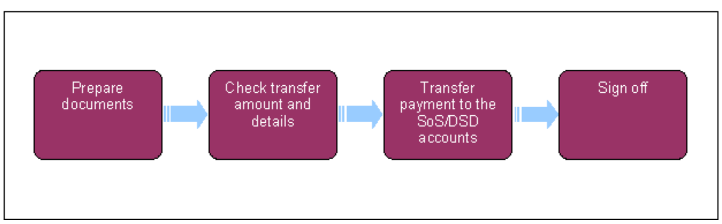
- GB arrears owed to SoS
- GB suspense payments
- NI arrears owed to DSD
- NI suspense payments DSD

The types of transfer that are made to the SoS/DSD accounts are:

- Collection of Arrears from Benefit - paying parent – this is done automatically through BaNCS.
- Interest payments (to be assigned to the admin account) – this will be done manually in BaNCS.
  For more information refer to BaNCS Journals.
- Payment in suspense over one year.
  For more information refer to SoS/DSD Account - Manually Assign.

A team leader makes a daily enquiry in BaNCS to determine the amounts that are to be transferred to the SoS through Bankline. (BaNCS will transfer the amounts to the relevant accounts however the physical money transfer will be done manually through Bankline).

A locally produced template will be printed off and the amount for transfer input onto this. This will allow each part of the process to be checked by the team leader performing them. Once each team leader has completed their part, they will sign in the box next to that specific part of the process, they will then manually hand over the documents to the team leader completing the next part of the process.



This procedure uses the terms receiving parent and paying parent.

The receiving parent is the parent who receives or who is expected to receive child maintenance, known as the parent with care (PWC) or person with care (PeWC) on the system and in legislation. The paying parent is the parent who pays or who is expected to pay child maintenance, known as the non resident parent (NRP) on the system and in legislation.

1. When the Secretary of State (SoS)/Department for Social Development (DSD) payment file is received into BaNCS, the system will automatically allocate the payment to the relevant SoS/DSD account.

Prepare documents

Team leader 1

2. Perform a **Transaction Enquiry** on BaNCS to check the amounts to be paid have been correctly sent to the SoS/DSD accounts. For more information refer to BaNCS Enquiry.

3. Print off the locally produced template and input the amount to be transferred (as held on BaNCS).

4. Sign this part of the process off on the template and hand this to another team leader (TL) to check the amount and authorise the payment.

Check transfer amount and details

Team leader 2

5. Check that the amount/s and information are correct for transfer. If incorrect, pass back to the originating TL for correction.

6. If correct, sign off your part of the process on the proforma and pass the documents to a TL on another team to input the details onto Bankline.

Transfer payment to the SoS/DSD account/s

Team leader 3

7. Log into Bankline.

8. Click on 'Enter an Interaccount Transfer (IAT)'.

9. Select the relevant accounts to transfer between.

10. Input the amount to be transferred and the date, (have a colleague check the amounts entered to confirm they are correct), once you have done this select **Enter**, the transfer will be complete.

11. Sign off your part of the process on the proforma and pass the documents to another TL to check and sign that the process has been completed.

Sign off

Team leader 4

12. Check the amount and details are correct. Once you are satisfied, sign and date the documents.

13. File the documents away locally in line with CFAT management instructions.

The documents will be kept for at least one year before being moved to archive.

BaNCS Enquiry

BaNCS Journals

Payment - Make To Legacy

SoS/DSD Account - Manually Assign

When we are asked “have a colleague check the amounts” does this colleague also need to be at team leader level?

No, they are not performing any part of the process, they are just confirming that the information added is correct