



## Basildon C.E. Primary

### Making Payment Online

We receive payments into a number of different accounts depending on the activity we are asking for payment/contribution/donation for. Typically,

ACTIVITY	ACCOUNT TO USE
Basildon Extra	Nat West Main School Budget (MSB)
Minibus	Nat West Main School Budget (MSB)
Residential visits e.g. Isle of Wight, France etc.	Santander Residential Fund (Res)
Everything else e.g. trips, photos etc.	Santander School Fund (SF)

We endeavour to include the following on all letters referencing money as guidance. The highlighted section changes depending on the account using the abbreviations above:

For office use only:

**MSB**

Cash /Cheque/ IB

Date recd:

Initials:

#### SCHOOL FUND

Please use the following details:

Sort code: 09-01-55  
Account: 15782084  
Reference: [Your surname] [Activity]

#### RESIDENTIAL FUND

Please use the following details:

Sort code: 09-01-55  
Account: 25323082  
Reference: [Your surname] [Activity]

#### MAIN SCHOOL BUDGET

Please use the following details:

Sort code: 60-15-07  
Account: 16293738  
Reference: [Your surname] [Activity]

In all cases, please advise our School Business Manager of the transaction made by email at [finance@basildon.w-berks.sch.uk](mailto:finance@basildon.w-berks.sch.uk)