

## **SCHOOL COUNCIL INTERNET BANKING POLICY**

### **RATIONALE:**

The Department of Education and Training (DET) has instructed all schools to develop a policy related to Internet Banking procedures.

To ensure the security of College funds while allowing the use of Internet banking.

### **AIMS:**

To ensure excellent internal controls are applied to the use of Internet banking.

The Baden Powell P-9 College Council agrees to allow the College Administration staff to use the Commonwealth Bank/CommBiz 'Pay Anyone' facility for the purpose of Local Payroll processing and making payments to creditors via direct credit.

### **IMPLEMENTATION:**

A list of personnel with their administrative/authorisation responsibilities is to be provided to School Council.

Prior to the internet function being enacted the Principal/Delegate and Business Manager will have reviewed and authorised the Cases21 payment reports which will include local payroll timesheets, pay advice slips and/or original tax invoices.

Ensure that all transactions are appropriately authorised by the Principal/Delegate and one other bank signatory. The Principal/delegate and one other bank signatory have the ultimate responsibility to authorise the processing of the payments via the accountability methods that the bank provides.

Authorisers will be advised that a direct credit batch awaits their online approval.

A printed report that confirms payment details clearly displaying the date of the transaction, the amount paid and the recipients BSB (Bank/State/Branch) Account number and name is to be retained.

All payment/payroll vouchers will be signed by the Business Manager, College Principal/Delegate and one other bank signatory who have authorised the payments online.

All documentation is kept in a safe and secure environment.

Printed documentation is available to Finance Committee, School Council and School Auditors on request but subject to the conditions related to the privacy policy.

<b>EVALUATION:</b>
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This policy will be reviewed annually.