Electronic Banking
Policy

Rationale:

Internet Banking offers an online facility (via a website) providing users with the ability to undertake various banking functions including checking balances, transferring funds between accounts, Direct Debit and Credit and BPay. Where a Direct Debit facility is available there is minimal data security and therefore the school must implement internal control procedures to minimise risk and ensure accuracy of data transactions. It is an efficient means of receiving monies and processing payments.

Aims:
To utilise the benefits of Internet banking whilst ensuring the schools procedures and internal controls meet the Department’s requirements in accordance with ‘Education Training and Reform Regulations 2007’.
To provide clear documentation of processes.
To provide enhanced services to creditors and debtors.

Implementation:
All transactions must be properly authorised.
The Principal must sign all paperwork and a copy of the internet transaction and supporting documentation must be attached. This includes print of payment screen showing creditor name, address, account number.
The original invoice must be attached.
Internet Banking may be used for payment of Invoices and Local Payroll including ‘Direct Debit’ and staff reimbursement transactions.
Setting up of initial transaction details and any changes will be the responsibility of the Business Manager.
All documentation to be stored securely.
Authorisation and access to be controlled (Business Manager).
The Principal must sign the final payment authorisation once completed.

Resource:
Provision of up to date secure banking software.
Maintenance and Upgrading of hardware and software as may be required.
The publication, Internal Control for Schools, February 2006, which can be accessed at: http://www.sofweb.vic.edu.au/schoolfinance/cases21.htm

Evaluation:
Procedures should be reviewed annually to confirm/enhance internal control.
Regular revision of associated costs should be undertaken by the finance committee.

Due for review: First school council meeting after the AGM each year

This policy was last ratified by School Council in.... March 2014