Internet Banking Policy
(Ratified by School Council: February 2023)

PURPOSE:

Internet banking has become a very common banking practice that provides several distinct advantages, whilst at the same time offering high levels of security and convenience.

To utilise the advantages of internet banking for our school whist simultaneously enhancing banking security, increasing transaction speed, improving convenience, and lessening environmental impact.

GUIDELINES:

- After carefully considering the costs, benefits, fraud prevention, internal controls, and information privacy implications, School Council has authorised the use of internet banking. In doing so, School Council requires that all actions related to internet banking are consistent with DE's *'S385-2007 School Internet Banking Guidelines'.*
- All payments through internet banking software are simply another form of payment from the school's accounts and consistent with DE requirements, must be authorised by the principal and one other member of council.
- School Council approves National Australia Bank as the approved software for all internet banking activities.

IMPLEMENTATION:

Electronic Funds Transfer:
The School Council requires all suppliers to provide tax invoice/statements to the school prior to direct debiting any funds from the school's account.

'Pay-Anyone' Facility:
This form of internet banking allows the school to pay funds directly into a person's or business' nominated bank accounts e.g.: creditors or local payroll employee.

Internal controls surrounding the process at the school are critical. Internal Controls include:

- Proper authorisation and approval of both the initial setting up of account details and any subsequent transactions against the account(s). The Principal and the previously mentioned School Council nominee only are authorised to use the security token associated with the National Australia Bank internet banking software.
- The proper segregation of duties at all times.
- The safe, secure, and confidential storage of information and data, including the storage of PIN's and security tokens in the school safe.
- Proper retention of all transactions relating to accounts such as purchase orders, tax invoices/statements, vouchers, payroll listings, signed or initialled screen prints and payee

details, relevant CASES21 reports etc., including principal signed and dated internet transaction receipts attached to authorised payment vouchers.

- The retention of printed payment receipts that display all details of a payment so as to confirm payment details.

- Compliance with all bank imposed security measures, limits and requirements.

- The provision of Electronic report documentation to the finance committee, School Council and auditors as required. NB. Paper copies available if requested.

- That alternative procedures using the 'Pay-Anyone' and BPay facilities exist during periods when the business manager or the principal are absent for an extended period.

RELATED LEGISLATION:

DE (formerly DET): *'S385-2007 School Internet Banking Guidelines'*.

DE - School Policy and Advisory Guide:
Policy and Advisory Library | education.vic.gov.au

RELATED POLICIES:

- *Department Parent Payment Policy*

- *School Purchasing Cards Policy*

POLICY EVALUATION:

Evaluation will be conducted annually by the Business Manager, Principal, Administration and Finance Committee of the School Council.

DUE DATE FOR REVIEW:

This policy is due for review in February 2024.