



Internet Banking Policy

Rationale

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.

Aims

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

Implementation

- a. School Council, after carefully considering the costs, benefits, fraud prevention, internal controls, and information privacy implications etc, has authorised the use of internet banking at our school for the following facilities. In doing so, School Council requires that all actions related to internet banking are consistent with DET's '*S385-2007 School Internet Banking Guidelines*'.
- b. All payments through internet banking software are simply another form of payment from the school's accounts and consistent with DET requirements, must be authorised by the Principal and one other member of council.
- c. School Council approves CBA Bank CommBiz as the approved software for all of our internet banking activities.
- d. Bank Reconciliations to take place weekly and at the end of the month to track movement in the Official Bank account which will be verified by a School Council signatory.

Direct Debit

- a. A direct debit facility allows an external source eg: a regular supplier to remove funds of a pre-arranged amount from our school's official account on a pre-arranged date. Typical examples may include annual insurance premiums or monthly lease payments.
- b. 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

- a. This form of internet banking allows the school to pay funds directly into a person's or business' nominated bank accounts eg: creditors or local payroll employee.
- b. Internal controls surrounding the process at the school are critical. Such controls include:-
 - i. Proper authorisation and approval of both the initial setting up of account details and any subsequent transactions against the account(s). The Principal and a School Council member only are authorised to use the security token associated with the CommBiz internet banking

software.

- ii. The proper segregation of duties at all times.
- iii. The safe, secure and confidential storage of information and data, including the storage of PINs and security tokens in the school safe.
- iv. 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.
- v. The retention of printed payment receipts that display all details of a payment so as to confirm payment details.
- vi. Compliance with all bank imposed security measures, limits and requirements.
- vii. The provision of printed documentation to the finance committee, School Council and auditors as required.
- viii. That alternative procedures using the 'Pay-Anyone' facility exist during periods when the Business Manager or the Principal are absent for an extended period.

CommBiz Facility (Local Policy)

- a. CommBiz will be used as the recommended internet banking facility and it will be set up to include various levels of authorisation for each transaction batch as determined by Audit requirements.
- b. Payment batches will be prepared by the Business Manager or a delegated officer. These batches will be uploaded to the CommBiz internet banking website by the Business Manager who will check the correctness of each payment.
- c. Payments will be confirmed by the Business Manager or a delegated officer, it is the responsibility of the Business Manager to confirm transactions on the CommBiz internet banking site, to ensure that all transactions are valid.
- d. Final authorisation of all transactions will be completed by the Principal and Assistant Principal.
- e. At no time will the Business Manager have the authority to authorise transactions on the CommBiz website.
- f. Existing bank-imposed restrictions or security measures will be adhered to.
- g. All transactions will be authorised according to DET guidelines and audit requirements.
- h. For creditor payments the Business Manager will:
 - i. print the CommBiz payment screen ensuring key transaction details such as creditor name, account number, BSB number and payment amount are visible
 - ii. attach the print out to the original direct credit detail report
- i. For creditor payments:
 - i. The Principal will sign the authorisation printout
 - ii. Final authorisation of all transactions will be authorised by the Principal and Assistant Principal.
 - iii. A receipt clearly displaying the date of the transaction, amount paid, and the recipient's BSB, account number and name will be retained.
- j. In the event of extended absence of the Principal or Assistant Principal a Leading Teacher will act as authoriser.
- k. In the event of extended absence of the Business Manager, an appropriately qualified and authorised replacement will be responsible for the duties of the Business Manager.
- l. The principal and School Council Representative will sign the direct credit detail report and attach this to the internet transaction receipts.
- m. All documentation will be safely and securely stored.
- n. Records presented to the Finance Committee will be as per the Finance Policy.
- o. Records to be kept include:
 - i. The school's approved 'Internet Banking Policy' document
 - ii. Signed direct credit detail reports with screen prints as part of the approval to pay creditors
 - iii. Relevant Cases21 finance reports.

The local policy is to be read in conjunction with the DET policy. Where a conflict occurs between the two policies, the DET guidelines will take precedence.

Evaluation

This policy is required to be formally minuted and reviewed by the School Council Finance Subcommittee annually.

This policy was last ratified by School Council in May 2017