

ELECTRONIC FUNDS MANAGEMENT POLICY

Policy Statement

Electronic (internet) banking offers an online facility (via a website) which provides users with the ability to undertake various banking functions, such as checking account balances, transferring funds between accounts, direct debit, direct deposit, BPAY payment/ receipts and EFTPOS (Electronic Funds Transfer Point of Sale).

This policy is to be read in conjunction with the School's Electronic Funds Management Guidelines:

<http://www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx>

Aim

To ensure the school's electronic funds management processes are implemented in accordance with Department of Education requirements. Aims to:

- Enhance risk control and security over transactions
- Provide clear documentation of processes
- Enhance services to creditors and debtors
- Utilise the advantages of internet banking by improving convenience and lessening the environmental impact.

Guidelines/Implementation

- School Council requires that all actions related to internet banking are consistent with DET's Schools Electronic Funds Management Guidelines.
- All payments through internet banking software must be consistent with DET requirements and must be authorised by the Principal and one other member of Council nominated by the Council.
- School Council approves CommBiz as the approved software for all internet banking activities as individual authority and security tokens are required.
- For Creditor Payment and local payroll – Two signatories must sign all authorising paperwork. This includes a print out of internet banking payment screen showing creditor name, account number and amount.

- The original invoice must be attached. Two signatories and Business Manager are to sign the payment voucher.
- Maintenance and Upgrading of hardware and software will be undertaken as required.
- The school will ensure proper retention of all transaction records relating to accounts such as purchase orders, tax invoices/statements, vouchers, payroll listings and relevant CASES2I reports..
- 'Pay Anyone' internet banking allows the school to pay funds directly into a person's or business's nominated bank accounts e.g. creditors or local payroll employee. Any such payments will be authorised as required.
- A direct debit facility allows an external source e.g. VicSuper, to remove funds from the school's official account on a pre-arranged date. Any such payments will be authorised as required.
- 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.
- All direct debit agreements must be approved by School Council prior to implementation.

The school will adhere to internal controls as set out in the document Internal Control for Schools <http://www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx>

Evaluation

Procedures will be reviewed annually to confirm/enhance internal controls.

CASES2I Finance Reports will be presented to the Finance Committee on a monthly basis as part of the End Of Month procedures.

To be reviewed in line with DET requirements.

This policy will be reviewed by 2021 or sooner if required.

This policy was ratified by School Council on 9 August 2017.