Basic Belief

Internet banking is a common banking practice that provides several distinct advantages, whilst at the same time offering high levels of security and convenience. Use of internet banking services for our school will enhance banking security, increase transaction times, improving convenience and lessen environmental impacts.

Implementation:

- School Council, after carefully considering the costs, benefits, fraud prevention, internal controls, and information privacy implications, has authorised the use of internet banking at Mansfield Primary School. In doing so, School Council requires that all actions related to internet banking are consistent with DEECD’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 DEECD requirements, and must be authorised by the Principal and School Council Treasurer.
- School Council approves CBA Bank, CommBiz as the approved software for all our internet banking activities.

Direct Debit

- A direct debit facility allows an external source e.g.: 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. Direct debit may also be used by suppliers to remove irregular amounts from the school as a result of pre-arranged agreements.
- 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.
- Direct debits need to be approved by the Principal and School Council Treasurer.

BPay

- BPay is a secure electronic banking product identified on a supplier/creditor account with a unique biller code.
- All of the standard controls and processes related to creating and paying orders are to be met.
- Whilst it is possible to pay BPay amounts by telephone, Mansfield Primary School Council requires that we make BPay payments via the internet.

‘Pay Anyone’ Facility

- This form of internet banking allows the school to pay funds directly into a person’s or businesses nominated bank accounts e.g.: creditors or local payroll employee.
- Whilst this facility is particularly convenient and cost effective, it has minimal security. Consequently, internal controls surrounding the process at the school are critical. Such controls include:-
1. Proper authorisation and approval of both the initial setting up of account details and any subsequent transactions against the account(s). The Principal and School Council Treasurer only are authorised to use the security token associated with the CommBiz internet banking software.

2. Proper segregation of duties must occur at all times.

3. The safe, secure and confidential storage of information and data. Storage of pins and security tokens are the responsibility of the School Council Treasurer and Principal.

4. Proper retention of all transactions relating to accounts such as purchase orders, tax invoices/statements, vouchers, payroll listings, signed or initialed screen prints and payee details, relevant CASES21 reports etc., including Principal signed and dated internet transaction receipts attached to authorised payment vouchers.

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

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

7. Prior approval by School Council and minuting of a list of all personnel or creditors (including bank account details and payroll numbers) to be paid via the Pay-Anyone facility.

8. The provision of printed documentation to the Administration and Finance committee of School Council and auditors as required.

9. That alternative procedures using the ‘Pay-Anyone’ facility exist during periods when the business manager or the Principal are absent for an extended period.

**Evaluation:**

This policy is required to be reviewed annually by School Council to confirm/enhance internal control procedures.

This policy was ratified by the Mansfield Primary School Council on – 18/02/2013

Review Date: 2014.