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## PEMBROKE PRIMARY SCHOOL

### Internet Banking Policy

2017

#### **AIM**

To utilise the benefits of Internet banking whilst ensuring the school's procedures and internal controls meet the Department's requirements.

Date ratified by School Council: 25<sup>th</sup> July 2017  
Review Date: March 2018

## RATIONALE

Internet banking provides the school with the opportunity to undertake various banking functions on-line which realise savings in administration costs as well as providing improved service to staff and suppliers.

## Implementation

- Payment including cheques and negotiable instruments drawn on any account kept under the control of a school council must be authorised by the principal and a member of the school council nominated by the school council for that purpose. Payments through internet banking software are effectively just another form of payment and as such, any payments must still be authorised by two people - the Principal and a member of the school council nominated to authorise payments.
- The school Business Manager cannot authorise payments even if he/she is a member of School Council
- Internet Banking may be used for payment of Invoices and Local Payroll including 'BPay', 'Direct Debit' and 'Pay Anyone' transactions.
- Setting up of initial transaction details and any changes will be the responsibility of the Business Manager or Office Manager. An authorised officer will verify accuracy of all details.
- Changes to creditor and payee details will be in writing and authorised by an approving officer.
- All documentation required for electronic payments will be obtained, completed, checked and authorised by approving officers as per Department guidelines.
- 'Pay anyone' transactions will be checked and authorised by the Principal and a second authorised signatory. The Business Manager or delegate will be responsible for inputting payment details from CASES 21 processing.
- School Council is to be provided with and approve the list of personnel/suppliers/creditors that are paid by 'Pay Anyone' including additions/alterations to the list if they occur.