

Electronic Banking Policy (2025)

Policy Statement

Electronic banking provides Westall Secondary College with the opportunity to undertake various banking functions online which realise savings in banking fees and administration costs as well as providing improved service to staff and suppliers.

Guidelines

- 1.1 Westall Secondary College seeks to utilise the benefits of electronic banking whilst ensuring the school's procedures and internal controls meet DET requirements in accordance with the *Education Training and Reform Regulations 2007*.

- 1.2 Payments through internet banking software are effectively just another form of payment and as such, any payments must still be authorised by two people. A single authoriser of payments via internet banking software is a clear breach of the regulations governing the payment of accounts by schools

- 1.3 It is crucial for the school to maintain detailed records to enhance security controls and assist in fraud prevention.

Program

- 2.1 Electronic banking at Westall Secondary College will be used for payment of invoices and local payroll including direct debit and pay anyone transactions (see Appendix-a 'Internet Banking Procedures at Westall Secondary College')

Setting up of initial transaction details and any changes will be the responsibility of the Business Manager or Assistant Business Manager. An authorised officer will verify the accuracy of all details

Changes to creditor and payee details will be in writing and authorised by an approving officer

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. The list will be provided each school term.

All documentation required for electronic payments will be obtained, completed, checked and authorised by approving officers as per DET guidelines.

- 2.2.1 Payments through electronic banking software must be authorised by the Principal and a member of the School Council nominated to authorise payments

- 2.2.2 The Business Manager cannot be nominated as an authoriser even if he/she is a member of School Council

- 2.3 **The school will maintain the following records:**

- All signed or initialled screen prints as part of the approval to pay creditors/local payroll

Guidelines

Program

- Relevant CASES21 Finance reports

Evaluation

This policy will be reviewed as part of the school's 3 year cycle or as required by developments in relevant legislation.

Policy drafted by: Tristan Lanarus

Date ratified by school council: 23/10/2024



WESTALL
Secondary College