

## **ADMINISTRATIVE SERVICES – Internet Banking Procedures Policy**

### **BASIC BELIEFS:**

- The school council on behalf of the school community should ensure relevant staff appropriately uses the schools Internet Banking facilities (CommBiz), to maximise the efficiency of the resourcing of school programs.

### **AIMS:**

- To only use the Commonwealth 'CommBiz' program to facilitate internet banking transactions, including payroll, creditors and other direct payment of accounts.
- To optimise security of the internet banking program.
- To ensure that all transactions involving Internet banking are all approved by school council.

### **GUIDELINES FOR ACTION:**

1. The school will maintain a list of all personnel/suppliers/creditors (with accompanying BSB and payroll/account number) to be paid via the online CommBiz facility (CASES21). Any changes to the list over time, and the date of these changes, should also be approved. *(note: School Council will get a full list of online creditors provided initially, with additions/amendments/deletions to each Resources Committee)*
2. That School Council is to establish all existing bank-imposed restrictions or security measures, such as daily withdrawal limits, personal identification number (PIN) information and a list of personnel with administrative/authorisation responsibilities and will maintain these restrictions and security measures.
3. That all transactions are appropriately authorised.

For payroll payments the following authorisation steps should be implemented:

- Record the total payroll for each individual person and print prior to signatories authorising the transaction in Commbiz
- obtain the principal's signature on the printout(CASES21 report PE21303);

For creditor payments the following authorisation steps should be implemented:

- print the payment report (CASES21 – CR211105) ensuring key transaction details such as creditor name, address, account number, BSB number, description and quantity of goods and payment amount are included
- attach the print out to the original tax invoice
- principal should verify that the details on the tax invoice are identical to the screen print, particularly the BSB and account number details.
- obtain the principal's signature on the printout.

4. The business manager will process transaction on Commbiz and await the online authorisation by the two electronic signatories (one being the Principal).
5. The Principal and other authorised signatories will keep their CommBiz tokens and associated individual PIN numbers in a locked secure facility.
6. The Principal and other electronic signatory are to provide the bursar with a signed printout of the payment authorisation prior to finalising their authorisation. These are to be attached to the contract documentation.
7. The retention of a printed payment receipt that confirms payment details. This receipt should clearly display the date of the transaction, amount paid, and the recipient's BSB, account number and name.
8. Procedures for processing using the CommBiz facility for periods of Business Manager/SSO and Principal leave or absence are as follows:
  - Any absence of the Principal for less than three days, no transactions will be processed;
  - In bursars absence, the acting bursar will be authorised by the principal to process transactions;
  - In the principal's absence, the assistant principal will deputise to authorise transactions. The second electronic signatory to be one of the three other authorise parties;
  - If all three parties are absent no transactions can proceed.
9. A requirement that the principal sign and date the internet transaction receipt, and attach this to the authorised payment voucher.
10. The principal will provide all required printed documentation to the Resources Committee finance committee for approval by School Council.

**EVALUATION:**

- The Principal and through the Resources Committee will undertake an annual review of the '**School Council Internet Banking Procedures**' policy each year, after the commencement of the new School Council to confirm/enhance our internet banking policy and procedures.

Endorsed by School Council 17/02/2009.