



INTERNET BANKING POLICY

BLACKBURN LAKE PRIMARY SCHOOL

12 – 14 Florence Street Blackburn 3130

SCOPE OF POLICY

This policy covers the use of internet banking for:

- Direct deposit to creditors and employees on local payroll
- Direct debit of amounts to leasing companies
- Transfer of funds between the Official, Building and Library Accounts which are all with Westpac
- Limited access to account transaction listings and monthly Statements and uploading data

There is a separate EFTPOS Policy.

RATIONALE

Internet banking offers an online facility which provides users with the ability to undertake various banking functions such as checking account balances, transferring funds between accounts, direct debiting and direct depositing. It is an efficient way for a school to make payments and a convenient way for employees and creditors to receive payment. Online access to account transaction listings and monthly Statements assists a school to manage their finances.

IMPLEMENTATION

Direct Deposits

Direct deposits are used in lieu of cheques as a form of paying invoices, reimbursing staff and members of the Parents Association and paying staff on local payroll. Payments using internet banking, like cheques, need two people to authorise them. For Blackburn Lake Primary School these people are the Principal and the Assistant Principal and Leading Teacher David Dowson (Note the Business Manager may not have this authority.)

The authorised persons have passed security checks with the bank and have a token and password specific to themselves. The tokens are kept in the school safe.

Direct Debits

Payments are taken directly from the official account to pay for the leasing of photocopiers and computer equipment. Direct debiting is part of the contractual arrangement made with the leasing companies at the inception of a lease agreement.

Transfer of funds between accounts – i.e. Official and tax deductible accounts - Building and Library Accounts

It is sometimes necessary to shift donations made into the official account into a designated tax deductible account for taxation purposes and periodically money needs to be shifted from these accounts into the official account to pay for agreed expenditure within the strict guidelines set out by the ATO. Authorising the transfer of funds rests with the two persons who have full access to

managing these accounts – the Principal and Assistant Principal and Leading Teacher, David Dowson.

Confirmation Reports

Confirmation reports must be printed from the Westpac banking portal for each payment made to verify the account details used and who authorised the payment.

Limited Access

The Business Manager has a limited access to the locally held Westpac accounts. This enables the person to upload data ready for payment, print weekly Statements and transaction listings as required to help manage the finances.

BANKING AUTHORITY

Full Access – Principal and Assistant Principal David Dowson (Leading Teacher)

Limited Access – Chris Larkin (Business Manager)

RATIFIED BY SCHOOL COUNCIL: May, 2017

Loisia Steed
Principal

Dan Watts
School Council President