



# INTERNET BANKING POLICY

This policy has been developed by members of School Council.

**Date written:**

**School Council Ratified:**

**Date reviewed:** 2026

**Next review:** 2027

**This policy is aligned with DET policy**

## **PURPOSE**

---

The purpose of this policy is to ensure the safe and efficient use of internet banking at Rosanna Primary School.

## **GUIDELINES**

---

Internet banking has become a common banking practice that provides several distinct advantages, including high levels of security and convenience.

As all payments through internet banking are simply another form of payment from the School's accounts, all Department of Education and Training (DET) requirements still apply, and any transactions must be authorised by the Principal and one other member of School Council nominated by the Council.

Two facilities are covered by this policy: 'Direct Debit' and 'Pay Anyone'.

A 'Direct Debit' facility allows an external source, for example a regular supplier, to remove funds of a prearranged amount from our school's official account on a pre-arranged date.

A 'Pay Anyone' facility allows the school to pay funds directly into a person's or business's nominated bank account, for example creditors or local payroll employees.

While there are many advantages of internet banking, such as faster transactions, more convenience and a reduced environmental impact, the two areas of privacy and banking security are paramount and will always take precedence in the school's consideration of this practice.

School Council will carefully consider the costs, benefits, fraud prevention, internal controls, and information privacy implications before authorising internet banking practices.

## **IMPLEMENTATION**

- The Rosanna Primary School school council requires that all actions related to internet banking are consistent with the Department's School Electronic Funds Management Guidelines.
- The Rosanna Primary School, school council approves the use of Commbiz as the approved software for all internet banking activities as individual authorise and security tokens are required.

- All payments through internet banking software must be consistent with Department requirements and must be authorised by the Principal and one other member of school council nominated by the school council.
- The Rosanna Primary School school council will determine how refunds will be processed in line with Department guidelines.
- The Rosanna Primary School, school council will ensure proper retention/disposal of all transaction records relating to accounts such as purchase orders, tax invoices/statements, vouchers, payroll listings and relevant CASES21 reports.

## **EFTPOS**

- The Principal of Rosanna Primary School will ensure all staff operating the merchant facility are aware of security requirements.
- It is the responsibility of the admin office staff to process all transactions on the EFTPOS facility.
- No "Cash Out" will be permitted on any school EFTPOS facility.
- The Rosanna Primary School will only process refunds on the EFTPOS facility if the transaction occurred on the same day and the receipt has not been processed through CASES.

## **DIRECT DEBIT**

- All direct debit arrangements must be approved and signed by school council prior to implementation.
- The school council requires all suppliers to provide tax invoices/statements to the school prior to direct debiting any funds from the school's account.
- A direct debit facility allows an external source (e.g. Vic Super, Westpac) to a pre-arranged amount of funds from the school's official account on a pre-arranged date. Any such payments will be authorised as appropriate and required.
- The Rosanna Primary School will ensure adequate funds are available in the Official Account for the "sweep" of funds to the supplier.

## **DIRECT DEPOSIT**

- The Rosanna Primary School utilises a "two user authorisation of payments" banking package, as it contains a greater degree of security and access controls.
- Creditor details will be kept up to date and the treatment of GST for creditors will be monitored.
- Payment transactions will be uploaded as a batch through the CASES21 system.
- All payments made through the internet banking system must be authorised by two authorised officers.
- The various internal controls that need to be considered include;

- The identification of staff with administrative responsible (e.g. Business Manager to access statements and upload batches)
- The identification of staff with authorisation/signatory responsibilities (e.g. the Principal and School Council delegate for authorisation of payments)
- The Business Manager must not have banking authorisation/signatory responsibilities other than for the transferring of funds between school bank accounts.
- The allocation and security of personal identification number (PIN) information or software authorisation tokens.
- The setting up of payee details in CASES21
- The authorisation of transfer of funds from the official account to payee accounts
- Alternative procedures for processing, using the direct deposit facility, for periods of Business Manager's and Principal leave of absence.

## **EVALUATION AND REVIEW**

The Rosanna Primary School Internet Banking Policy will be reviewed in line with DET guidelines

## **RELATED DOCUMENTS**

**This document can be found at:**  
**U:/Policies**