



Black Hill Primary School Electronic Funds Management Policy

**Help for non-English speakers:**

If you need help to understand the information in this policy, please contact the school on 03 53324544

PURPOSE:

To provide the school with the guidelines to undertake various banking functions using internet banking software.

GUIDELINES:

To develop and gain endorsement of a Schools Electronic Funds Management policy outlining decisions made by School Council regarding the schools use of electronic funds, internal controls, permissions and delegations, retention and storage of documentation.

IMPLEMENTATION:

- That the school uses DET approved software with the Commonwealth Bank (CommBiz) as the only means of performing electronic financial transactions.
- That all transactions be authorised by the Principal and a nominated member of the School Council for that purpose. The School Business Manager cannot be nominated as an authoriser.
- Proper authorisation and approval of and any subsequent transactions against the account.
- Documentation is kept by the school confirming all transactions related to the account(s) such as purchase orders, payment vouchers, payroll listings and relevant CASES21 reports.
- The Principal shall sign and date the internet transaction receipt, attached to the authorised payment voucher.
- Provision of printed documentation to the Finance committee, School Council and auditors will be made available on request.
- That all internal control measures as outlined in DET "Internal Control for Schools" policy be followed and made available to all users.

EVALUATION:

- This policy will be reviewed **once per year** to confirm/enhance internal controls.

Approval and review

Created date	March 2015
Consultation	Staff, Parents, School Council Policy Sub-Committee and Admin Team
Endorsed by	Black Hill Primary School Council and Principal
Endorsed on	March 2024
Next review date	March 2025