



# PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197

Phone 9772 4011 Fax 9776 0421

Email: [patterson.lakes.ps@edumail.vic.gov.au](mailto:patterson.lakes.ps@edumail.vic.gov.au)

P.O. Box 330, Patterson Lakes, 3197

Principal: Carole Mayes

Website: <http://www.patterson-lakes-ps.vic.edu.au>

## ELECTRONIC FUNDS MANAGEMENT POLICY

### RATIONALE

Internet banking provides the school with the opportunity to undertake various banking functions on-line which realise savings in banking fees and administration costs as well as providing improved service to staff and suppliers.

### AIMS

To utilise the benefits of Internet banking whilst ensuring the schools procedures and internal controls meet the Department of Education and Training's requirements in accordance with 'Education Training and Reform Regulations 2007.'

### IMPLEMENTATION

- Payments through Internet banking software must be authorised by the Principal and one other nominated cheque signatory as approved by the School council using the bank security token process.
- The school Business Manager cannot be nominated as an authoriser even if he/she is a member of School Council.
- Internet Banking may be used for payment of creditor Invoices, reimbursements, funds transfers between school bank accounts and Local Payroll.
- Setting up of initial banking and transaction details and any changes will be the responsibility of the Business Manager.
- All CASES21 documentation required for electronic payments will be provided to, completed, checked and approved by authorising officers as per Department guidelines refer to School Electronic Funds Management Guidelines (January 2015).
- The Business Manager or delegate will be responsible for inputting payment details to CASES 21 for processing.

### EVALUATION:

This policy is required to be formally minuted and reviewed by School Council annually.

### CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, on September 13, 2016.

Signed .....

School Council President

Signed .....

Principal