



MORNINGTON SPECIAL DEVELOPMENTAL SCHOOL
ELECTRONIC INTERNET BANKING POLICY 2024

Rationale:

School Council has a responsibility to manage school funds and in doing so, has a responsibility to ensure that payments and receipts are made and received in a safe, timely and efficient manner while adhering to the internal controls and guidelines of the Department of Education and Training.

Aims:

- To establish a secure Electronic/Internet banking process for MSDS.
- To implement strict internal controls for payments on a 'Pay Anyone' basis e.g. B Pay, Direct Debit, Direct Payment options from the School's Official ANZ account for creditor payments.
- To have the ability of reimbursing staff for school purchased items that have been purchased from their own funds.

Implementation:

- Abide by all DET financial guidelines relating to internet banking.
- Ensure all payments through Internet banking are Authorised by two people – Authorisers are:
Principal – David Newport
Leading Teacher – Stephanie Nash both being members of School Council.
- The School Business Manager/Acting Business Manager can be an Administrator on the system, but not an Authoriser.
- It is the responsibility of the Authorised officers to verify the accuracy of all transaction details.

Evaluation:

- School Council to review this policy annually

References:

- [DET School Electronic Funds Management Guidelines](#)
- [DET Finance Manual for Victorian Government Schools](#)
- [DET Internal Controls for Schools](#)
- [DET School Policy and Advisory Guide](#)

Belinda Hunt: 
School Council President

David Newport: 
Principal

Ratified Date: 13/ 12/23

Review Date: 13 / 12 / 24 .