 <p>Belmont High School 'Strive for the Highest' www.bhs.vic.edu.au</p>	<h1 style="text-align: center;">Internet Banking Policy</h1> <h2 style="text-align: center;">FIN 7.01</h2>	
<p>Policy Status: Final</p>	<p>Document Owner: Business Manager</p>	<p>Authorised by: BHS School Council</p>
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### AIM

The School Council has responsibility for monitoring school funds and Internet banking.

### BROAD GUIDELINES


The school will use internal control processes such as:

- Not make payments to creditors directly from investment accounts. All payments must be made from the Official Account. Proper authorisation and approval of both the initial setting up of the account details and any subsequent transactions against the account(s).
- Completeness and accuracy of all details so they can be verified by a responsible officer.
- Security and confidentiality of data at all times.
- Documentation kept by the school confirming all transactions related to the account(s) such as purchase orders, payment vouchers, payroll listings, screen prints of payee(s) details, screen prints of transaction(s) confirmation details, relevant CASES21 reports.
- Segregation of duties to ensure and maintain accuracy and legitimacy of accounts and transactions.

The procedures at Belmont High School will follow departmental internal controls and procedures.

### AUTHORISATION

This policy and procedure was ratified by School Council on: 19/2/2019

Signed:  (School Council President)

Signed:  (School Council Executive Officer)