

NOBLE PARK SECONDARY COLLEGE

ELECTRONIC FUNDS MANAGEMENT POLICY 2021

Child Safe Commitment

Noble Park Secondary College is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Our College is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Our College has robust human resources and recruitment practices for all staff and volunteers.

Our College is committed to regularly training and educating our staff and volunteers on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Noble Park Secondary College is committed to creating safe and inclusive environment for all its students from all backgrounds, cultures, languages, LGBTI, religious and other minority groups

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

Further information, our policy, code of conduct and reporting processes are available on our website

If you believe a child is at immediate risk of abuse phone 000.

Rationale:

The Noble Park Secondary College Council will adopt a set of procedures and practices to ensure the effective management of banking transactions through the use of internet banking. The Noble Park Secondary College Council agrees to allow College staff to use the Commonwealth Bank – CommBiz “Pay anyone” and “B Pay” facility for the purpose of making payments to creditors via direct deposits.

Aims:

Accountability

To ensure that all internet banking transactions are recorded in CASES21 and are supported by appropriate documentation.

Verification

To ensure completeness and accuracy of all payee and transaction details in preparedness for verification by responsible officers.

Data security

To ensure security and confidentiality of data at all times.

Authorisation

To ensure that all internet banking transactions are properly authorised and processed by persons acting within their designated authority.

Risk Management

To ensure the appropriate segregation of duties and to maintain the accuracy and legitimacy of accounts and transactions.

Compliance

To meet internet banking guidelines and compliance requirements set out by the Department of Education and Early Childhood Development.

Implementation:

The College Business Manager will be the “Administrator” and have the ability to authorise other users.

Administration staff, including the Business Manager, will not have authority to approve on-line direct credit transactions.

One Principal Class Officer and one School Council Representative, who have cheque signatory approval, will be required to approve all direct credits online.

To minimise the risk of fraudulent transactions, every person authorising transactions or carrying out an administrative role, MUST be issued with a security token. These tokens generate a one time PIN that must be entered in addition to the usual Login ID and Login password for transaction authorisations or administrative activities.

A current list of all suppliers, ie creditors paid via direct credit will be available at all times.

All transactions will be properly authorised, vouchers signed and approved for payment prior to the direct credit transaction being completed. All creditor payment vouchers will be signed by the Business Manager or Accounts Payable Officer, Principal Class Officer and College Council Representative.

The payment screen in CommBiz shall be printed ensuring that key transaction details such as creditor name, address, account number, BSB, etc are clearly identifiable. The Principal and second verifier shall verify that the details on the payment screen are identical to that on the invoice provided.

The proper segregation of duties will be implemented. Persons processing invoices, payments and administrative tasks in CommBiz will not be allowed to authorise transactions.

The School Council shall be provided with a listing of all payments made during the previous period.

Motion: That Noble Park Secondary College Council approves the utilization of Commonwealth Bank Internet Product – CommBiz – “Pay anyone” and “B Pay” facility to provide payment to creditors, using the guidelines set out in this policy document.

Evaluation:

This policy will be reviewed annually.

This policy was ratified by school council on 24/2/2021.. (date)

School Council President *Heidar*

Principal *Pamela D Dyson*

