



# AUTHORISED BANK ACCOUNT SIGNATORIES POLICY

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Authorised by: **Principal**

Approved by School Council:  
**16/5/18**

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## **Rationale:**

School Council is required to approve the list of persons authorised to operate the school bank accounts.

This policy is to be read in conjunction with the Internet Banking Policy and Investment Policy.

## **Aims:**

- To ensure the School Councils risk exposure is minimised, through a strong system of internal control and management;
- To ensure data accuracy, data security, compliance with Regulations and that internal controls are followed at all times;
- To protect the security, privacy and confidentiality of all parties concerned, (the School, the Bank and the payees);
- To ensure only appropriately authorised transactions are undertaken.

## **Implementation:**

- All transactions will be undertaken using the CASES 21 Finance and Payroll packages.
- All internet banking transactions will be undertaken utilising the Commonwealth Bank of Australia CommBiz facility.
- All hard copy cheques will be printed on approved, pre-printed stationery.
- Compliance with the Education Training and Reform Regulations 2007, DET Guidelines and Internal Controls for Schools, will be the overriding aim in all operations.
- Finance Committee will review the listings and approve (as appropriate), all updates and changes as reported from time to time.
- Appropriate segregation of duties must be maintained at all times, security tokens/passwords are stored securely and used by their registered user only.
- All banking details will be kept confidential and accessible to authorised staff only.
- As per DET regulations - All transactions must be appropriately authorised by the Principal and nominated School Council representative. Accordingly, the following people are authorised to sign/authorise receipts and payments on behalf of Horsham College:

Principal  
Assistant Principal  
School Council President  
School Council Treasurer  
School Council Assistant Treasurer

Rob Pyers  
Carlos Lopez  
Rowan Smith  
Stuart Hobbs  
Meg Woolford