



AUTHORISED BANK ACCOUNT SIGNATORIES POLICY

File location: U:\Public\Policies & Procedures\Approved\Authorised Bank Account Signatories Policy.doc

Authorised by:
Principal

Approved by School Council:
28.02.24

Date Created: 11/03/14

Last Updated: 13/2/24

Review Date: 2025

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Rationale:

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

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 (Acting)
Assistant Principal
School Council President
School Council Treasurer
School Council Assistant Treasurer

Meg Woolford
Liam Offer
Brett Thompson
Anthony Schache
Shannon Argall