Electronic Payment of Accounts

Rationale
Enabling Croydon Hills Primary School to move forward in its processes by the use of more advanced technology and process in line with DEECD initiatives, whilst maintaining strict internal control.

Policy Statement
To provide the facility for locally paid staff to be paid directly into their bank accounts therefore allowing them to access their funds immediately rather than waiting for a cheque to clear.
To be able to pay those creditors who provide their banking details by direct credit rather than issuing cheques.
To have the ability of reimbursing staff for school items that they have purchased from their own funds.

Implementation
- Use of the ANZ Transactive software to allow direct credit payments.
- Collect bank details from locally paid staff and creditors as needed.
- Ensure that standard internal control procedures are met.
- The same people approved by the School Council as being cheque signatories are the authorisers for ANZ transactions.
- The Business Manager can be an Administrator on the ANZ Transactive system, but not an authoriser.
- All Authorisers & Administrators are required to have ANZ security for a higher level of security on each transaction with a ‘one-time’ password.
- It is the responsibility of authorised officers to verify the accuracy of all transaction details.
- All standard processes for payments in Cases21 are adhered to

References
Department of Education Guidelines

Review
School Council to review this policy and the use of the ANZ Transactive Software annually.