



Camperdown College

Payment Policy

Rationale:

- Camperdown College Council have responsibility for monitoring College funds and outlining guidelines to be followed in the processes of accounts payable.

Aims:

- Creditors to be paid in a timely manner
- Protection of school funds
- Internal controls to prevent fraudulent transactions.

Implementation:

All accounts will be included in the CASES21 financial system and the procedures for properly maintaining the accounts will be completed in accordance with DET policy and:

- All payment transaction must be entered into Cases 21, through the schools Official account.
- All payments (cheques, direct debit or B pay) must be signed or authorised by 2 members of school council.
- The Business Manager may not be a signatory on any school bank accounts or authorise any school payment, even if they are an elected member of school council.

Cheque/Direct Debit /BPay payment:

- A legal tax invoice must be supplied by all creditors prior to payment, and signed by the person responsible for authorising the purchase. Statement only accounts will not be paid until a legal tax invoice is supplied.
- Documentation must be retained as outlined in DET policy
- Payments must be made in a timely manner allowing for all process to be followed and ensuring the official account of the school is never in an overdrawn position.
- Changes to creditor bank details must be on official letterhead or statement and confirmed with the creditor before making changes on CASES.

Account signatories to be the school principal and one of either school council president, assistant principal or other school council member that is available for the signing or authorising of creditor payment. Two of the signatories must authorise all payments either manually or electronically
All accounts are audited in accordance with DET requirements and regulations

Evaluation:

This policy will be reviewed by School Council annually.

Appendix:

This policy was last ratified by School Council 18 February 2026