SCOIL FIONNTÁIN NAOFA

Scoil Fionntán Naofa, Shanahoe, Abbeyleix, Co. Laois

Uimhir Rolla: 17489G

Charity Regulator's Number: 20126124

Electronic Banking Policy

Approved by Board of Management: November 27th 2024

Next Policy review date: November 2025

1. Introduction

The Board of Management of Scoil Fionntáin Naofa, Shahanoe has prepared and implemented the following Electronic Banking Policy as part of the schools' internal control procedures.

2. Electronic Banking Instructions

Electronic Banking	To be completed:
i) Bank account to be accessed on electronic banking.	**List bank accounts:** AIB School Management Committee Shanahoe National School a/c ending in ..0054
ii) Names of authorised users.	**List users and their role within the school/BOM:** • Mr. Micheál Delaney – Chairperson of the Board of Management; • Mr. Barry Whelan – Secretary to the Board of Management/Principal; • Mrs. Sonia McDonnell-Treasurer of the Board of Management; • Ms. Isobel Magner – School Secretary
iii) Users access to functions of the system by individual users.	**List users and their access rights etc:** • Ms. Isobel Magner – Input new payees and payments • Mr. Micheál Delaney - Authorise payments & new payees; • Mrs. Sonia McDonnell - Authorise payments & new payees • Mr. Barry Whelan – Authorise payments & new payees

iv) In **Primary schools,** the authorisers for payments are the chairperson and treasurer. The chairperson may delegate their authorization to another board member in line with the governance manual.	**List BOM members who are authorised to approve payments:** • Mr. Micheál Delaney; • Mrs. Sonia McDonnell; • Mr. Barry Whelan (will only approve payments in exceptional circumstances when authorised to do so by both the Chairperson and Treasurer of the Board of Management)
v) The inclusion of new bank accounts in the system and the deletion of old accounts from the system must also be approved by the board in a similar manner.	**Approval obtained and minuted by:** Board of Management **Dated:** 27/11/24
vi) Security controls regarding access to the system and passwords must be set out.	**Detail current security controls in place:** Each approved member uses an AIB digipass unit to create a one-time access code (OTC) in order to access the account The digipass unit is also protected by a pin, known only to the user.
vii) Security measures around set up or change to payee bank details	• Documentation of bank details for new payees & requests for changes to payee details should be maintained on file; • New bank details or any changes to payee details must be confirmed by phone call to a known contact at the supplier, or in person. • Vigilance around email in relation to requests to change supplier bank information should be high. Email contact around this area should be limited as this is where fraudulent activity may originate.

3. Contacts:

For questions about this policy, contact the board of management or Sonia McDonnell, treasurer by email: Soniahaydenmcdonnell@gmail.com

4. Policy Review:

The policy should be reviewed and, where appropriate, updated at least once a year. The results of this review should be approved and noted in the minutes of the board.

Adopted and ratified by the Board of Management of **Scoil Fionntáin Naofa, Shanahoe** on November 27th 2024

Signed by the Chair on behalf of the Board of Management.

Micheál Delaney

27 November 2024

Date