

# 2020 ELECTRONIC FUNDS MANAGEMENT POLICY

4/06/2020

## PURPOSE

The purpose of this policy is to set out how our school will manage electronic funds in accordance with applicable Department of Education and Training policy and law.

## SCOPE

This policy applies to:

- all staff/responsible persons involved in management of funds transacted electronically
- all transactions carried out by Barton Primary School via the methods set out in this policy

## POLICY

Barton Primary School has developed this policy consistently with the [Schools Electronic Funds Management Guidelines](#) and [Section 4 Internal Controls of the Finance Manual for Victorian Government schools](#).

## Implementation

- Barton Primary School's school council requires that all actions related to internet banking are consistent with The Department's Schools Electronic Funds Management Guidelines.
- Barton Primary School's school council approves the use of Bendigo Bank as the approved software for all internet banking activities as individual authority and security tokens are required.
- All payments through internet banking software must be consistent with Department requirements and must be authorised by the Principal and one other member of school council nominated by the school council.
- Barton Primary School's school council will determine how refunds will be processed.
  - Our school will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where the funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school.
- Barton Primary School will undertake maintenance and upgrading of hardware and software as required.
- Barton Primary School will ensure proper retention/disposal of all transaction records relating to accounts such as purchase orders, tax invoices/statements, vouchers, payroll listings and relevant CASES21 reports.

## EFTPOS

- The Principal of Barton Primary School, will ensure all staff operating the merchant facility are aware of security requirements. At our school, this includes:
  - EFT Machine must remain behind Admin counter at all times

## 2020 ELECTRONIC FUNDS MANAGEMENT POLICY

4/06/2020

- Merchant receipt for each transaction must be provided to Accounts Receivable for processing and customer copy provided to the customer
- Business Manager to be notified of any issues with merchant facilities
- School council minutes must record which staff are authorised to process transactions.
- No “Cash Out” will be permitted on any school EFTPOS facility.
- Barton Primary School will not accept EFTPOS transactions via telephone or post.

### Direct Debit

- All direct debit agreements must be approved and signed by school council prior to implementation.
- The school council requires all suppliers to provide tax invoices/statements to the school prior to direct debiting any funds from the school’s account
- A direct debit facility allows an external source (e.g. Bank of Queensland, Fuji Xerox & Westpac) to a pre-arranged amount of funds from the school’s official account on a pre-arranged date. Any such payments will be authorised as appropriate and required.
- Barton Primary School will ensure adequate funds are available in the Official Account for the “sweep” of funds to the supplier.

### Direct Deposit

- Barton Primary School utilises a “two user authorisation of payments” banking package, as it contains a greater degree of security and access controls.
- Creditor details will be kept up to date and the treatment of GST for creditors will be monitored.
- Payment transactions will be uploaded as a batch through the CASES21 system.
- All payments made through the internet banking system must be authorised by two authorised officers.
- The various internal controls that need to be considered include:
  - the identification of staff with administrative responsibilities (e.g. Business Manager has online viewing access only to access statements)
  - the identification of staff with authorisation/signatory responsibilities (e.g. The Principal and school council delegate for the authorisation of payments)
  - the Business Manager must not have banking authorisation/signatory responsibilities other than for the transferring of funds between school bank accounts
  - the allocation and security of personal identification number (PIN) information or software authorisation tokens
  - the setting up of payee details in CASES21
  - the authorisation of transfer of funds from the official account to payee accounts
  - alternative procedures for processing, using the direct deposit facility, for periods of Business Manager’s and Principal leave of absence.

## 2020 ELECTRONIC FUNDS MANAGEMENT POLICY

4/06/2020

### **BPay**

- Barton Primary School's school council will approve in writing the school council's decision for the utilisation of BPAY.
- Payments made by BPay are subject to the same requirements as for all transactions relating to accounts such as:
  - purchase orders
  - tax invoices/statements
  - payment vouchers
  - signed screen prints and payee details
  - relevant CASES21 reports etc.

This includes a requirement for the Principal to sign and date BPay transaction receipts attached to authorised payment vouchers.

### **FURTHER INFORMATION AND RESOURCES**

- Finance Manual for Victorian Government Schools
  - [Section 3 Risk Management](#)
  - [Section 4 Internal Controls](#)
  - [Section 10 Receivables Management and Cash Handling](#)

Available from: [School Financial Guidelines](#)

- [Schools Electronic Funds Management Guidelines](#)
- CASES21 Finance Business Process Guide
  - [Section 1: Families](#)
- [Internal Controls for Victorian Government Schools](#)
- [ICT Security Policy](#)
- [Public Records Office Victoria](#)
- [Archives and Records Management Advice for Schools.](#)

### **REVIEW CYCLE**

This policy was last approved by school council on 14<sup>th</sup> May 2020 and is scheduled for review in March 2021.