
ELECTRONIC FUNDS MANAGEMENT POLICY

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 Chelsea Primary School via the methods set out in this policy

POLICY

Chelsea 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

- Chelsea Primary School-School Council requires that all actions related to internet banking are consistent with The Department's [Schools Electronic Funds Management Guidelines](#).
- Chelsea Primary School-School Council approves the use of CommBiz 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.
- Chelsea Primary School-School Council will determine how refunds will be processed and any refunds processed through the EFTPOS terminal [if permitted by the school] will be recorded in a refund register.
- Chelsea Primary School will undertake maintenance and upgrading of hardware and software as required.
- Chelsea 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 Chelsea Primary School will ensure all staff operating the merchant facility are aware of security requirements. At our school, this includes:
 - A new batch must be opened and closed for each day of EFTPOS transactions.
 - A transaction receipt must be issued at the time of the EFTPOS transaction. (a copy can be emailed if transaction is over the phone.)

A reconciliation of the days EFTPOS transactions must be done at the end of each day and before entering CASES21.

Entry dates of the batch should match with transaction date for reconciliation purposes.

All EFTPOS merchant copies are to be attached to the daily transaction list and filed with deposits.

- School Council minutes must record which staff are authorised to process transactions.
- No “Cash Out” will be permitted on any school EFTPOS facility.
- Chelsea Primary School will accept EFTPOS transactions via telephone or post.
- Chelsea Primary School will not process refunds via EFTPOS. Please see our Refund Policy.

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. Aware Super, Zero 3, Equigroup, Westpac Purchasing Card 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.
- Chelsea Primary School will ensure adequate funds are available in the Official Account for the “sweep” of funds to the supplier.

QKR

Qkr is an app that can be downloaded to any iPhone/iPad or Smart phone/tablet or computer and is the preferred method of payment by the school as it is secure and provides more detailed reports than Bpay or Direct deposits.

- Daily transaction reports are received by the school from Qkr at the end of each day.
- The reports are used to enter information on CASES21 for the day’s transactions.
- The reconciliation for this report must reconcile with the amount of the batch on CASES21.
- Reconciliation report is to be filed with bank deposits.

Direct Deposit

- Chelsea Primary School utilises a “two user authorisations 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 to access statements and upload batches]
 - 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.

BPay

Chelsea Primary School 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.

Parents and/or anyone else making payments to the school are encouraged and welcome to use Qkr, Bpay, Direct Deposit, or EFTPOS with their own internet banking to transfer money to the school.

The schools BSB, account number and a reference number appear on school invoices and statements issued to debtors so that funds coming directly into the schools account is identifiable.

As with EFTPOS transactions, a new batch must be opened and closed for the Bpay, Qkr, or Direct Deposit payments received on any day.

Electronic revenue to the school is the preferred method of payment via Qkr, Bpay, Direct Deposit or EFTPOS. However, this is not to be used for Scholastic Book Club, School Photographers or any other third-party payments as these are not school payments.

COMMUNICATION

This policy will be communicated to our staff in the following ways:

- Included in staff induction processes for all staff who are involved in funds management
- Included in staff handbook/manual for relevant staff

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: [Finance Manual — Financial Management for Schools](#)
- [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](#)
- [Records Management — School Records](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	School Council
Next scheduled review date	March 2024