

## ELECTRONIC FUNDS MANAGEMENT POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Knox Gardens Primary School on 03 9800 2320 or [knox.gardens.ps@education.vic.gov.au](mailto:knox.gardens.ps@education.vic.gov.au)

### 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 the management of funds transacted electronically
- all transactions carried out by Knox Gardens Primary School via the methods set out in this policy

### POLICY

Knox Gardens 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

- Knox Gardens Primary School School Council requires that all actions related to internet banking are consistent with The Department's [Schools Electronic Funds Management Guidelines](#).
- Knox Gardens Primary School School Council approves the use of Bank Australia 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.
- Knox Gardens Primary School School Council will determine how refunds will be processed and any refunds processed through the EFTPOS terminal will be recorded in a refund register.
- Knox Gardens Primary School will undertake maintenance and upgrading of hardware and software as required.
- Knox Gardens 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 Knox Gardens Primary School, will ensure all staff operating the merchant facility are aware of security requirements. At our school, this includes:
  - *Terminals will be located in a secure location which will allow for no unauthorised usage and ensure privacy for PIN transactions. Appropriate procedures will be implemented to ensure security of the terminals during operation and when they are not in use.*
  - *Only staff employed to work in the Office, the Principal and the Assistant Principal should have access to the Manager Password and use of the terminal.*
  - *The Principal will be responsible for ensuring that staff members operating the merchant facility are made aware of security requirements and that all data obtained through processing EFTPOS transactions remain safe from fraud. Staff authorised to process transactions should be minuted at School Council and a register of approved users, and the EFTPOS functions they are authorised to perform, be maintained.*
- School Council minutes must record which staff are authorised to process transactions.
- No “Cash Out” will be permitted on any school EFTPOS facility.
- Knox Gardens Primary School will accept EFTPOS transactions via telephone.
- Knox Gardens Primary School Council has approved a minimum refund amount of \$10 and a maximum refund amount of \$250.00 for overpayments on day of purchase. All other refunds will be processed as a bank transfer.

## 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 such as Equigroup and bank fees 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.
- Knox Gardens Primary School will ensure adequate funds are available in the Official Account for the “sweep” of funds to the supplier.

## Direct Deposit

- Knox Gardens 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:
  - with the identification of staff with administrative responsibilities, The Business Manager will access statements and upload batches.
  - with the identification of staff with authorisation/signatory responsibilities, The Principal and Assistant Principal 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

Knox Gardens 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.

## 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

## 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](#)
- [School Certification checklist](#)
- [Information Security Policy](#)
- [Public Records Office Victoria](#)
- [Records Management — School Records](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2024
Approved by	School Council  Principal
Next scheduled review date	February 2025