ELECTRONIC FUNDS MANAGEMENT POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact Rosebud Primary School office on 5986 8274.

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:

o all staff/responsible persons involved in management of funds transacted electronically

o all transactions carried out by Rosebud Primary School via the methods set out in this policy

POLICY

Rosebud 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

· Rosebud Primary School School Council requires that all actions related to internet banking are consistent with The Department's Schools Electronic Funds Management Guidelines.

· Rosebud Primary School School Council approves the use of the school using Westpac 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.

· Rosebud Primary School School Council will not use the EFTPOS terminal for any refunds.

· Rosebud Primary School will undertake maintenance and upgrading of hardware and software as required.

· Rosebud 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.

. Rosebud Primary School Council approved the usage of Compass to be a third-party platform for the processing of applying family receipts to family invoices and facilitate electronic payments. Refer to School Council Minutes 21st June 2021 for approval.

EFTPOS

· The Principal of Rosebud Primary School will ensure all staff operating the merchant facility are aware of security requirements. At our school, this includes: Only nominated staff members can process transactions via the merchant terminal, the merchant terminal must remain in the admin office area.

· School Council minutes must record which staff are authorised to process transactions.

· No "Cash Out" will be permitted on any school EFTPOS facility.

· Rosebud Primary School will not accept EFTPOS transactions via telephone.

· Rosebud Primary School refunds will only be processed via the family school account (Cases21) or via EFT to family bank account.

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. Vic Super, Westpac for the School 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.

· Rosebud Primary School will ensure adequate funds are available in the Official Account for the "sweep" of funds to the supplier.

Direct Deposit

· Rosebud 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:

o the identification of staff with administrative responsibilities are Office staff and Business Manager

o the identification of staff with authorisation/signatory responsibilities are the Principal, School Council President and Assistant Principals for the authorisation of payments.

o the Business Manager must not have banking authorisation/signatory responsibilities other than for the transferring of funds between school bank accounts

o the allocation and security of personal identification number (PIN) information or software authorisation tokens

o the setting up of payee details in CASES21

o the authorisation of transfer of funds from the official account to payee accounts

o alternative procedures for processing, using the direct deposit facility, for periods of Business Manager's and Principal leave of absence.

BPAY

Rosebud 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:

o purchase orders

o tax invoices/statements

o payment vouchers

o signed screen prints and payee details

o relevant CASES21 reports etc.

This includes a requirement for the Principal or Assistant Principals 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

· Included in staff handbook/manual for relevant staff

FURTHER INFORMATION AND RESOURCES

· Finance Manual for Victorian Government Schools o Section 3 Risk Management o Section 4 Internal Controls o 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 o 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	02/2025
Consultation	DET POLICY
Approved by	S/C
Next scheduled review date	02/2026