

# Moonee Ponds West Primary School



## School Electronic Funds and Management Policy



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school reception on 9 370 6875 or by email on: [moonee.ponds.west.ps@education.vic.gov.au](mailto:moonee.ponds.west.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 management of funds transacted electronically
- all transactions carried out by Moonee Ponds West Primary via the methods set out in this policy

### POLICY

Moonee Ponds West Primary 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

- Moonee Ponds West Primary School Council requires that all actions related to internet banking are consistent with The Department's [Schools Electronic Funds Management Guidelines](#).
- Moonee Ponds West Primary 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.
- Moonee Ponds West Primary School Council will determine how refunds will be processed and any refunds processed through the EFTPOS terminal will be recorded in a refund register.
- Moonee Ponds West Primary will undertake maintenance and upgrading of hardware and software as required.
- Moonee Ponds West Primary 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 Moonee Ponds West Primary will ensure all staff operating the merchant facility are aware of security requirements. At our school, this includes the following procedures:

- Appointment of authorising officers for approval of phone and refund transactions. Only transactions on credit cards can be accepted via the telephone or post; transactions on debit cards require the cardholder to be present at the point of sale.
- There will be one EFTPOS machine, which will be kept in a locked secure facility.
- Reconciliation of daily and monthly EFTPOS statements with the school's financial institution and the CASES 21 transaction reports.
- The segmentation of duties, authorisation, payment and recording so that no one person has complete responsibility for the entire transaction.
- **All EFTPOS refunds are to be authorised by the Business Manager and approved by the Principal. A register of void/refunded transactions will be kept.**
- Documentation kept by the school confirming all transactions such as merchant copies of the EFTPOS receipts, void receipts, refunds, daily EFTPOS reconciliation reports, authorisation details and relevant CASES 21 reports.
- Both the EFTPOS and CASES21 receipt must be forwarded to the cardholder as their record of transaction.
- School Council minutes must record which staff are authorised to process transactions.
- No "Cash Out" will be permitted on any school EFTPOS facility.
- Moonee Ponds West Primary School Council has approved a minimum refund amount of \$10 and a maximum refund amount of \$200.

#### 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, 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.
- Moonee Ponds West Primary School will ensure adequate funds are available in the Official Account for the "sweep" of funds to the supplier.

#### Direct Deposit

- Moonee Ponds West Primary 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 eg The Business Manager to access statements and upload batches
  - the identification of staff with authorisation/signatory responsibilities eg 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's leave of absence.

### **BPay**

Moonee Ponds West Primary 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
- Included in staff handbook/manual for relevant staff
- Available on the School Website

### **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	13th February 2024
Approved by	School Council 26 <sup>th</sup> February 2024
Next scheduled review date	February 2025