

## **ROWVILLE PRIMARY SCHOOL ELECTRONIC BANKING & EFTPOS POLICY**

### **PURPOSE**

To allow the school the options and convenience provided to parents/debtors by being able to accept and provide alternative payment methods to cash or cheque by utilising Electronic Funds including BPAY, Eftpos, CompassPay direct deposit and direct debit including:

- To provide direct deposit facilities for Creditors, and Local Payroll payments
- To provide enhanced risk control and security over transactions and by reducing the amount of cash handled and kept on school premises
- To provide clear documentation of electronic banking processes
- To enable access to bank statements and transaction details from all school banking services including CommBiz.

### **IMPLEMENTATION**

- The school will administer Electronic Banking in accordance with DET guidelines, 'EFTPOS Receipting In Schools' and 'Internal Control for Schools'.
- The school will ensure the information collected in order to undertake electronic transactions must only be used for its intended purpose in accordance with the *Victorian Information Privacy Act 2000*.
- The Principal will be responsible for ensuring that staff members operating the merchant facility are made fully aware of security requirements, and that all data obtained through processing EFTPOS transactions remains safe from fraud.
- Segregation of duties will be in place to ensure and maintain the security, accuracy and legitimacy of transactions.
- Electronic transactions will be reconciled with CASES21 daily
- The school will accept Credit Card transactions on the provision of a Rowville Primary School Payment Slip detailing card holder details, amount of transaction and signature of card holder without the card holder being present. The name of the person processing the transaction and invoice details must be included.
- The school will not undertake transactions which provide 'cash' to the customer as part of the transaction.
- CompassPay costs and Eftpos transaction costs relating to the Italian Tour will be passed on to the user.
- BPAY receipts will be held in family credit until the school is advised of its purpose, at which time the money will be allocated to the appropriate invoice.
- The use of CBA Commbiz is the preferred method for electronic banking transactions where two signatory authorisation is required.
- The school will maintain document records of all Electronic funds transactions.
- The Business Manager/or delegate is authorised to download bank statements and transaction details related to the Rowville Primary School
- The Business Manager/or delegate has access to upload Creditor, Family and Local Payroll payments to CBA Commbiz ready for authorisation.

- The Principal and one other authorised officer must access CBA Commbiz to check and authorise the Creditor, and Local Payroll transactions before payment will be deposited via direct debit into bank accounts.
- The Principal and one other authorised officer must sign all paperwork related to direct deposit of Creditor, and Local Payroll transactions via CBA Commbiz and supporting documentation must be attached.
- All documentation to be stored securely in Business Manager's office or Archive Room.
- CBA Commbiz authorised officers are to be reviewed annually or when there is a change of staff.

***In relation to EFTPOS:***

- The Principal has the authority to delegate access to EFTPOS machines and details recorded in an Authorised EFTPOS School User Register.
- Two EFTPOS terminal shall be located in the administration office and stored in the safe out of working hours
- procedures and documentation for processing offline receipts will be in place.
- Maximum limits will be set by the card holder's limit, and no minimum limit will be enforced by our school.
- The school will retain the following information in relation to use of the Electronic Funds:
  - Electronic Funds policy approved by School Council
  - Merchant copies of EFTPOS terminal receipts, cancelled receipts and settlement documents
  - documentation in support of refunds and/or adjustments.
  - Regular checks of internal controls in relation to EFTPOS transactions
  - Authorised User Register

**EVALUATION**

- The policy will be reviewed annually to assess internal control procedures.

<p>This Policy was ratified by School Council on 22<sup>nd</sup> February 2017 and will be reviewed in February, 2018.</p>
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