

## Electronic Funds Management Policy



### Rationale

Internet banking is a common banking practice that provides several distinct advantages, whilst at the same time offering high levels of security and convenience.

### Aim

To utilise the advantages of internet banking for our school and parent community whilst simultaneously enhancing banking security, decreasing transaction speed, improving convenience and lessening environmental impact.

### Implementation

- School Council, after carefully considering the costs, benefits, fraud prevention, internal controls, and information privacy implications, has authorised the use of internet banking at our school for the facilities listed below. In doing so, School Council requires that all actions related to internet banking are consistent with DET's *Schools Electronic Funds Management Guidelines – A guide to electronic payments and receipts July 2019*. [https://www.education.vic.gov.au/Documents/school/principals/finance/Fin\\_schools\\_electronic\\_funds\\_management\\_guidelines.pdf](https://www.education.vic.gov.au/Documents/school/principals/finance/Fin_schools_electronic_funds_management_guidelines.pdf)
- All payments through internet banking software are another form of payment from the school's accounts and consistent with DET requirements, must be authorised by the principal and one other member of council nominated by the council.
- School Council approves CBA Bank CommBiz as the approved software for all Rosanna Golf Links Primary School internet banking activities.
- All passwords and data will be kept secure at all times, including the EFTPOS and credit card information of families.

## ELECTRONIC PAYMENTS

### DIRECT DEBIT

- A direct debit facility allows an external source e.g.: a regular supplier to remove funds of a pre-arranged amount from our school's official account on a pre-arranged date. Typical examples may include ATO, Vic Super superannuation clearing house, Westpac Purchasing Card, monthly photocopier and computer lease payments. Direct debit may also be used by suppliers such as Flexischools online canteen facility to remove irregular amounts from the school as a result of pre-arranged agreements.
- The School Council requires all suppliers to provide tax invoice/statements to the school prior to direct debiting any funds from the school's account.
- The School Council requires a copy of the supplier's terms and conditions to enable the school to vary the direct debit agreement.
- The principal is the only authorised signatory for a direct debit authority.

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### **DIRECT DEPOSIT FACILITY**

- This form of internet banking allows the school to pay funds directly into individual or business nominated bank accounts e.g.: creditors or local payroll employee.
- Whilst this facility is convenient and cost effective, internal controls surrounding the process at the school are critical. Such controls include:-
  - Proper authorisation and approval of both the initial setting up of account details and any subsequent transactions against the account(s). The Principal, the previously mentioned School Council nominee, Business Manager and Administration Assistant only are authorised to use the security token associated with the CommBiz internet banking software.
  - The proper segregation of duties at all times.
  - The safe, secure and confidential storage of information and data, including the storage of PIN's and security tokens in the school safe.
  - Proper retention of all transactions relating to accounts such as purchase orders, tax invoices/statements, vouchers, payroll listings, signed or initialled screen prints and payee details, relevant CASES21 reports etc, including principal signed and dated internet transaction receipts attached to authorised payment vouchers.
  - The retention of printed payment receipts that display all details of a payment so as to confirm payment details.
  - Compliance with all bank imposed security measures, limits and requirements.
  - The provision of printed documentation to the finance committee, School Council and auditors as required.
  - That alternative procedures to using the Direct Deposit facility exist during periods when the business manager or the principal are absent for an extended period.

### **ELECTRONIC REVENUE**

#### **EFTPOS**

- The use of EFTPOS allows schools to increase the options and convenience provided to debtors and families as well as improves security by reducing cash kept on the premises.
- EFTPOS is used for payments only with no cash out or refund facility.
- The Principal, Business Manager and Administration Assistants are the authorising officers of phone transactions
- Copies of EFTPOS receipts, void transactions and reconciliations will be kept with Financial Records of the school



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- Off line transactions (usually done as payments over the phone) will be completed immediately when requested and any written details will be securely destroyed
- All EFTPOS transactions will be reconciled with Cases 21 Finance.
- Transactions will only be accepted that match school invoice payments e.g. family charges, sundry debtors, trading operations payments etc.

### BPAY

- BPay is an electronic bill payment service providing parents with the option to pay school accounts at any time via internet or telephone banking
- BPay automatically notifies the school through Cases21 when a payment has been made, these payments may take up to 48 hours to clear, the school will process and allocate the payment in a timely manner and print receipts of all BPay transactions
- Parents will have the option to choose BPay as a payment method when returning permission slips and statements. Parents will be requested to email the Business Manager to direct payment amounts to particular invoices.

### COMPASS

- Compass is a communication portal where parents can consent for events and activities and complete payment online. Compass notifies the school of payments made via CompassPay and transfers funds daily unless otherwise notified (e.g. funds are held over school holiday periods). Transferred funds are allocated to parent accounts daily and will be reconciled with Cases21 reports and bank accounts. Compass All CompassTransfer Information is to be kept with the Finance Records of the school.

### References

*Schools Electronic Funds Management Guidelines – A guide to electronic payments and receipts July 2019.*

[https://www.education.vic.gov.au/Documents/school/principals/finance/Fin\\_schools\\_electronic\\_funds\\_management\\_guidelines.pdf](https://www.education.vic.gov.au/Documents/school/principals/finance/Fin_schools_electronic_funds_management_guidelines.pdf)

### Evaluation

Rosanna Golf Links Primary School and school community have secure, convenient internet banking.

This policy shall be evaluated as part of the school's cyclic review process. This policy was ratified by School Council on March 26, 2020.