

**Help for non-English speakers**

If you need help to understand the information in this policy please contact the school office by phoning 03 9786 5197 or emailing [Seaford.park.ps@education.vic.gov.au](mailto:Seaford.park.ps@education.vic.gov.au).

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## 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.

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## SCOPE

This policy applies to:

- all staff/responsible persons involved in management of funds transacted electronically
- all transactions carried out by Seaford Park Primary School via the methods set out in this policy

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## POLICY

Seaford Park 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](#).

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## IMPLEMENTATION

- Seaford Park Primary School, School Council requires that all actions related to internet banking are consistent with The Department's [Schools Electronic Funds Management Guidelines](#).
- Seaford Park Primary School, School Council approves the use of Compass Pay 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.
- No refunds via EFTPOS will be available.
- Seaford Park Primary School will undertake maintenance and upgrading of hardware and software as required.
- Seaford Park 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.

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#### EFTPOS

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- The Principal of Seaford Park Primary School will ensure all staff operating the merchant facility are aware of security requirements. At our school, the Business Manager processes all EFTPOS payments through Compass Pay (the login details are recorded on a shared document with the Principal and Assistant Principal) and Zeller. The Business Manager, Principal and School Council nominee have access to the official bank account.
- School council minutes must record which staff are authorised to process transactions.
- No “Cash Out” will be permitted on any school EFTPOS facility.
- Seaford Park Primary School will accept EFTPOS transactions via telephone.
- Seaford Park Primary School will only offer refunds for credit card payments, refunds must go back to the same credit card. School Council has approved a minimum refund amount of \$10 and a maximum refund amount of \$200, except in special circumstances that are approved by the Principal and tabled at the Finance subcommittee meeting of School Council.

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DIRECT DEBIT

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- 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. Ricoh – school photocopier lease] 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.
- Seaford Park Primary School will ensure adequate funds are available in the Official Account for the "sweep" of funds to the supplier.

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DIRECT DEPOSIT

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- Seaford Park 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:
  - the identification of staff with administrative responsibilities (Business Manager)
  - the identification of staff with authorisation/signatory responsibilities (Principal and School Council delegate)

- 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.

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#### BPAY

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Seaford Park 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.

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#### FURTHER INFORMATION AND RESOURCES

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- 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](#)
- [Internal Controls for Victorian Government Schools](#)
- [ICT Security Policy](#)
- [Public Records Office Victoria](#)
- [Records Management — School Records](#)

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#### POLICY REVIEW AND APPROVAL

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Policy last reviewed	Term 2, 2023
Consultation	Finance Subcommittee School Council
Approved by	Principal
Next scheduled review date	Term 2, 2024