

Electronic Funds Management

POLICY

Rationale:

Electronic (internet) banking offers an online facility (via a website) which provides users with the ability to undertake various banking functions, such as checking account balances, transferring funds between accounts, direct debit, direct deposit, BPAY payment/ receipts and EFTPOS (Electronic Funds Transfer Point of Sale).

Aims:

- To provide clear guidelines for the use of electronic banking services including access to bank account statements, creditor payments, transfer of funds from the School's High Yield account to official account.
- To provide clear guidelines for the use of electronic banking services to receipt money from families and other debtors through Direct Deposit or BPay.
- To identify personnel with administrative/authorisation responsibilities and alternate procedures in case of absence/leave

Implementation:

1. **Electronic Payments:**

Electronic payments can be made via the following methods –

- Direct Debit
- BPAY
- Direct Deposit
- EFTPOS

All electronic payments are conducted through the school's official account held by Bank Australia Business Banking Package and must be authorised by the principal and a nominated member of the school council.

Where the Principal is absent or on leave and urgent actions are required, a delegated officer will be appointed to act on their behalf to approve transactions and sign payment vouchers.

- BPAY/Direct Deposit
- Direct Deposit is the preferred method of payment.

- BPay is acceptable as an alternative.
- The Principal and two (2) other School Council members approved by school council and the Business Manager will hold an electronic token with individual secure password access.
- The Business Manager cannot be nominated as an authoriser.
- Tokens will be kept in a secure place by each holder and stored in secure safe at the school during term breaks.

- Nominated Authorisers:

- Principal Darlene Cameron (Mandatory)
- Literacy leader Deanne Walker (delegated officer)
- School Council Member Maree Robertson (elective)

- Nominated Administrative Officer:

- Business Manager Bridgid Boag

- The Business Manager will have the responsibility for:
 - Creating and downloading electronic payment transactions ready for authorisation.
 - Providing officers with payment vouchers and list of transactions prior to authorising.
 - Notification to officers of payments ready for authorisation
 - Timely payment of electronic transfers taking into account cash flow and sufficient funds being available.
 - Liaising with bank authorising users, and maintaining levels of access
 - Retention of records according to DET guidelines
 - The Business Manager is not authorised to approve transactions
- A register of authorised users will be maintained

- Direct Debit

Canadian Lead Primary School has an agreement with Bank of Melbourne for Computer Lease Payments made via Direct Debit.

A direct debit request authority is required for all DD agreements and the supplier will provide the school with a schedule of payments.

The school will ensure that it receives a tax invoice/statement from the supplier prior to the direct debit date each month in order to confirm the accuracy of all payments as well as any cash flow considerations.

The Business Manager is responsible to ensure sufficient funds are available for DD payments to be cleared and processing the payment through CASES.

The following information is to be retained:

- all details provided by the supplier relating to the amount, date of direct debit and regularity of the payment
- original payment approval usually via an application for direct debit form (signed by principal and a designated signatory of school council)
- schedule and timing of deductions (if not included in the above)
- all related billing and statement details
- relevant CASES21 Finance reports.

- Bank Transfers

The Business Manager is responsible to ensure sufficient funds are available in the Bank to cover payments. A facility to electronically transfer funds from the High Yield Investment Account to the Official Account is available.

The procedure requires the same authority as any other electronic payment

- The Business Manager shall identify the funds required and process the payment in CASES21.
- A payment voucher will be printed ready for authorisation from Principal and delegated officer.
- Once authorised, the Business Manager will process the transfer using a unique identifier

2. Electronic Revenue:

Canadian Lead Primary School will accept alternative methods to cash or cheque receipts into the official account via the following methods:

- BPAY
- Third party internet revenue collection (Direct Credit)
- EFTPOS

- BPAY Receipts

BPAY is an electronic bill payment service, introduced into CASES21 providing families with the option of paying their school account at any time. as well as improving security by reducing the amount of cash handled and kept on school premises.

- The Business Manager and/or nominated delegate will download CASES BPay reports and process any receipts **daily** to ensure accurate reporting to families and for bank reconciliation purposes
- BPay transaction report will be reconciled and attached to the Receipt batch report
- Allocations (if required) to invoices will be done at time of receipting
- Reports will be provided to families on request
- Receipts cannot be altered. If there is an error in a receipt, a receipt reversal must be done to correct the error, then receipt re-issued.
- Unallocated family BPay receipts will be carried forward into the following year.
- Requests for refunds will be considered after consultation with the Principal.

- Third party internet revenue collection

Schools can engage a third party company or product to facilitate electronic payments by way of credit and debit card transactions through a secure internet payment gateway.

** Canadian Lead Primary School does not use this facility

All cases of suspected or actual theft of money, fraud, misappropriation or corruptions are to be reported to the Principal and Executive Director, Audit and Risk Division, DET Third party internet revenue collection

- EFTPOS

The principal will be responsible for ensuring that staff operating the merchant facility are made fully aware of security requirements, and that all data obtained through processing EFTPOS transactions remains safe from fraud.

Process to be followed:

- Accept payment
- Write name of customer on merchant receipt (to assist with reconciliation)
- Print Customer copy if requested
- Business manager will reconcile daily, update batch and attach merchant copy of receipts to batch.
- Any discrepancies will be investigated immediately

Staff authorised to process transactions:

- Darlene Cameron (Principal)
- Bridgid Boag (Business Manager)
- Lisa Boak (Office Manager)

Canadian Lead will only process transactions to accepted school invoice payments i.e. family charges, sundry debtors, trading operation payments etc. Canadian Lead will not undertake transactions which provide “cash” to the customer as part of the transaction

This Policy is to be read in conjunction with the school’s Internal Control Policy and Department of Education Electronic Funds Management Policy

<http://www.education.vic.gov.au/school/teachers/management/finance/Pages/guidelines.aspx>

The Schools Electronic Funds Management policy should be reviewed at least once per year to confirm/enhance internal controls.

Last Ratified by CLPS School Council 12/12/2017