

## ELECTRONIC FUNDS MANAGEMENT POLICY



Help for non-English speakers is available by contacting the Berwick Chase Office on 9707 7799

### PURPOSE

This policy identifies how our school will manage electronic funds by applying the Department of Education and Training policy and law.

### SCOPE

This policy applies to:

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

### POLICY

Berwick Chase 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.

### Implementation

- Berwick Chase Primary School Council requires that all actions related to Internet banking are consistent with The Department's [Schools Electronic Funds Management Guidelines](#).
- Berwick Chase Primary School Council approves using Westpac as the approved software for all internet banking activities as an individual authority, or SMS Code/security tokens are required.
- All payments through Internet banking software must be consistent with Department requirements and authorised by the principal and one other member of the School Council nominated by the School Council.
- Berwick Chase Primary School Council will determine how refunds will be processed. Refunds are not permitted through the EFTPOS terminal.
- Berwick Chase Primary School will undertake maintenance and upgrading of hardware and software as required.



- Berwick Chase 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.

### EFTPOS

- School Council minutes must record which staff are authorised to process transactions.
- EFTPOS – Zellar Terminal. A Zellar EFTPOS terminal is available for school council fundraising events where a mobile terminal is required. School Council minutes must record which ADULTS are authorised to process transactions, and these adults MUST be trained.
- No cash-out or refunds will be given via the Zellar EFTPOS machine. Refunds, if required must be arranged through the school on the next business day.
- Funds collected will be swept overnight and deposited in the BCPS Official Account.
- Authorised users may use a Zellar Mastercard to purchase items for the event pending available funds.
- Berwick Chase Primary School will accept EFTPOS transactions via telephone.

### QKR/Bpay Receipts

- Berwick Chase Primary School Council has approved the use of the Qkr! By Mastercard Phone App as the approved Parent Payment Portal. CSV Files are uploaded daily from Qkr Store Manager. Receipts will not be issued for these transactions as Qkr/Banking facility holds their payment receipt.
- Bpay and Direct Deposit will be accepted only under exceptional circumstances.

### Direct Debit

- All direct debit agreements must be approved and signed by School Council before implementation.
- The School Council requires all suppliers to provide tax invoices/statements to the school before direct debiting any funds from the school's account
- A direct debit facility allows an external source, e.g. Capital Finance, 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.
- Berwick Chase Primary School will ensure adequate funds are available in the Official Account for the "sweep" of funds to the supplier.

### Direct Deposit

- Berwick Chase Primary School utilises a "two-user authorisation of payments" banking package, as it contains greater 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 through the Internet banking system must be authorised by CASES21 authorised officers.
- The various internal controls that need to be considered include:
  - the identification of staff with administrative responsibilities to access statements and upload batches
  - the identification of staff with authorisation/signatory responsibilities
  - 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, or SMS Code setup
  - the setting up of payee/creditor details in CASES21
  - the authorisation of the transfer of funds from the official account to payee accounts
  - alternative procedures for processing, using the direct deposit facility, for periods of Business Manager and Principal leave of absence.

### Creditors BPay

Berwick Chase Primary School Council will approve the School Council's decision to use BPAY.

Payments made by BPay are subject to the exact requirements 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 requiring authorised signatures to sign and date BPay transaction receipts attached to official payment vouchers.

### 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: [School Financial Guidelines](#)
- [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](#)
- [Archives and Records Management Advice for Schools.](#)



## 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 Sentral

## POLICY REVIEW AND APPROVAL

Policy last reviewed	Aug 2024
Approved by	School Council
Next scheduled review date	Feb 2025