



Qkr!/BPAY/EFTPOS

Rationale:

Electronic funds transfer is rapidly overtaking the cash society. The policy aims to provide guidelines for effective financial management and minimise risks associated with receipting of funds.

Aims:

- To provide electronic funds transfer facilities for use by parents/guardians paying for school and educational charges
- To improve security by reducing the amount of cash handled, kept on school premises and transported to the bank
- To protect staff involved in cash handling and to apply a zero tolerance to fraud.

Guidelines:

- EFTPOS terminal, provided by the Westpac Bank, is available at the office. Bpay and Qkr! transactions can be made via internet banking and the Qkr! Phone app.
- Credit cards recognised by the Westpac Bank, except American Express, will be accepted through the EFTPOS Terminal. Qkr! are expanding their recognised Credit cards.
- EFTPOS service will be available for charges of \$10 or greater. Qkr!/Bpay has no minimum.
- EFTPOS and CASES21 receipt will be forwarded to the cardholder as their record. Receipts will not be issued for Qkr/Bpay as their Qkr/Banking facility holds their own payment receipt.
- Parents paying by Bpay should email the school to advise what their payment is to be allocated to. If no notice is received by 10am of the payment being received, the funds will be allocated at the school's discretion.
- Cash Out facility will not be available.
- Costs related to an investigation of mischarging will be borne by the cardholder.
- EFTPOS/Qkr/Bpay transactions processed and found to be incorrect or in excess of that which should have been receipted are to be kept on account for future use or refunded by direct deposit payment from CASES21. This is to be accompanied by an appropriate proforma signed by Principal or other SC signatory with explanation. These refunds are not to be performed until funds have been cleared into the Official Account.
- Staff authorised to perform transactions on the EFTPOS machine will be maintained on an up to date register and approved by School Council annually.
- Qkr/Bpay payments for excursions, incursions, swimming and camps must be entered at least 2 days before the due date for the event to ensure the payment is received in time.



- Early Term 3 a hard copy and email copy of statement is distributed to all families reminding them of credits and outstanding charges.

Evaluation

This policy will be reviewed as part of the school's annual review cycle.

This Policy was ratified at School Council on Monday 21st November, 2017