

# ELECTRONIC FUNDS MANAGEMENT POLICY

## 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.

## SCOPE

This policy applies to:

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

## POLICY

Sandringham East 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*

- Sandringham East Primary School Council requires that all actions related to internet banking are consistent with The Department's [Schools Electronic Funds Management Guidelines](#).
- Sandringham East Primary School Council approves the use of Commonwealth Bank of Australia 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.
- Sandringham East Primary School Council will determine how refunds will be processed and any refunds processed through the EFTPOS terminal will be recorded in Cases21 and signed off by the Principal. (Refer to Refund Policy).
- Sandringham East Primary School will undertake maintenance and upgrading of hardware and software as required.
- Sandringham East 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*

- The Principal of Sandringham East Primary School, will ensure all staff operating the merchant facility are aware of security requirements. At our school, this includes: staff training
- School council minutes must record which staff are authorised to process transactions.
- No "Cash Out" will be permitted on any school EFTPOS facility.
- Sandringham East Primary School can accept EFTPOS transactions via telephone or post.
- Sandringham East Primary School will only process refunds via EFTPOS on the same day of the original transaction. Refunds via EFTPOS must be signed off by the School Principal. (Refer to Refund Policy).

### *Direct Debit*

- 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 (example: server lease with Equigroup) 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.

- Sandringham East Primary School will ensure adequate funds are available in the Official Account for the “sweep” of funds to the supplier.

### **Direct Deposit**

- Sandringham East 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 which are in place include:
  - Identification of staff with administrative responsibilities. Business Manager and Education Support Staff who work in an administrative capacity can access statements and upload payment batches for direct debit.
  - Identification of staff with authorisation/signatory responsibilities. Principal, Assistant Principal and a School Council delegate have authorised signatory responsibilities. The names of authorised signatories are listed and approved each year at School Council.
  - Business Manager and Education Support Staff who work in an administrative capacity must not have banking authorisation/signatory responsibilities. The Business Manager is permitted to transfer funds between school bank accounts and any such transactions must be minuted at Finance Committee meetings.
  - 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.

### **BPAY**

Sandringham East Primary School Council approves 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.

### **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.](#)

#### EVALUATION

This policy will be reviewed annually by School Council to confirm/enhance internal control procedures. Proposed amendments within the review period will be discussed the Finance Committee including Principal and Business Manager, as well as relevant School Councillors.

#### REVIEW CYCLE

This policy was last updated on June 2020.

This policy is to be reviewed every **1 year**.