



## NEWLANDS PRIMARY SCHOOL

# 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 the management of funds transacted electronically
- all transactions carried out by Newlands Primary School via the methods set out in this policy

### POLICY

Newlands 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

- Newlands Primary School School Council requires that all actions related to internet banking are consistent with The Department's Schools Electronic Funds Management Guidelines.
- Newlands Primary School School Council approves using Commonwealth Bank 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 authorised by the Principal and one other member of the School Council nominated by the School Council.
- Newlands Primary School School Council will determine how refunds will be processed. Any refunds processed through the EFTPOS terminal [if permitted by the school] will be recorded in a refund register.
- Newlands Primary School will undertake maintenance and upgrading hardware and software as required.
- Newlands 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 Newlands Primary School will ensure all staff operating the merchant facility are aware of security requirements.

- School Council minutes must record which staff are authorised to process transactions.
- No “Cash Out” will be permitted on any school EFTPOS facility.
- Newlands Primary School will/will not accept EFTPOS transactions via telephone or post.
- Newlands Primary School [school to decide locally if refunds will be processed through EFTPOS] School Council has approved a minimum refund of \$10 and a maximum refund of \$200.

#### 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 before direct debiting any funds from the school’s account
- A direct debit facility allows an external source 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.
- Newlands Primary School will ensure adequate funds are available in the Official Account for the “sweep” of funds to the supplier.

#### Direct Deposit

- Newlands 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.
- Two authorised officers must authorise all payments through internet banking systems.
- The various internal controls that need to be considered include:
  - the identification of staff with administrative responsibilities [e.g. Business Manager to access statements and upload batches]
  - the identification of staff with authorisation/signatory responsibilities [e.g. The Principal and School Council delegate for the authorisation of payments]
  - 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 the transfer of funds from the official account to payee accounts
  - alternative procedures for processing, using the direct deposit facility, for periods of Business Managers and Principal leave of absence.

#### BPay

Newlands Primary School School Council will approve in writing 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 the principal's requirement to sign and date BPay transaction receipts attached to authorised payment vouchers.

## 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

## 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: 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

## POLICY REVIEW AND APPROVAL

Policy last reviewed	2022
Approved by	School Council
Next scheduled review date	2023