

## **ELECTRONIC FUNDS MANAGEMENT POLICY**

### **1. PURPOSE**

The purpose of this policy is to set out how Mount Alexander College (the School) will manage electronic funds in accordance with applicable Department of Education and Training policy and the law.

### **2. DEFINITIONS**

- **EFTPOS** – Electronic Funds Transfer Point of Sale

### **3. SCOPE**

This policy applies to:

- All staff and responsible persons involved in the management of funds transacted electronically.
- All transactions carried out by the School via the methods set out in this policy.

### **4. POLICY**

The 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***

- The School Council requires that all actions related to internet banking are consistent with The Department's [Schools Electronic Funds Management Guidelines](#).
- The School Council approves the use of Westpac Banking Corporation as the approved software for all internet banking activities where individual authority and security applications 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.
- The School will undertake maintenance and upgrading of hardware and software as required.
- The 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 the School, will ensure all staff and responsible persons operating the merchant facility are aware of security requirements. At the School, this includes: All staff and responsible persons authorised to process transactions will be entered into an EFTPOS Register including their name, any unique identification, and the functions they are permitted to perform using the appropriate segregation of duties to ensure and maintain security and accuracy of transactions.
- No "Cash Out" will be permitted on any school EFTPOS facility.
- The School will process EFTPOS transactions via telephone or post/email by completing and returning a Credit Card Authorisation form.
- Where the merchant facility (EFTPOS machine) is required for use away from the school premises (e.g. Bunnings BBQ), it shall be looked after in a secure manner and returned to the school as soon as possible.

### ***Direct Debit***

- All direct debit agreements must be approved and signed by the 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 [e.g. DET School Local Payroll, School Purchasing Card, various Superannuation Authorities, Coles Card, 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.
- The School will ensure adequate funds are available in the Official Account for the "sweep" of funds to the supplier.

### ***Direct Deposit***

- The 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 that need to be considered include:
  - Identification of staff with administrative responsibilities Business Manager and HR/Finance Officer.
  - Identification of staff with authorisation/signatory responsibilities.
  - Principal and School Council delegate for the authorisation of payments.
  - Business Manager must not have banking authorisation/signatory responsibilities other than for the transferring of funds between the School's bank accounts.
  - Management and security of Personal Identification Number (PIN) information or software authorisation apps.
  - Setting up of payee details in CASES21.
  - 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 the Principal's leave of absence.

### ***BPay***

The School Council will approve in writing the School Council's decision for 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, and
- relevant CASES21 reports.

This includes a requirement for the Principal to sign and date BPay transaction receipts attached to authorised payment vouchers.

5. 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](#)
- DET [ICT Security Policy](#)
- [Public Records Office Victoria](#)
- [Records Management – School Records](#)

6. REVIEW CYCLE

Policy last reviewed:	March 2023
Consultation:	Administration Staff, the School Leadership Team, School Council Finance Subcommittee, and the School Council.
Approved by:	Dani Angelico - Principal
Next scheduled review date:	March 2024 Please note: the mandatory review cycle is 1 year.