



# ELECTRONIC FUNDS MANAGEMENT POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact our office staff at Bourchier Street Primary School (Ph:58213488) who will arrange for a translator to communicate with you.

## 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 Bourchier Street Primary School via the methods set out in this policy

## POLICY

Bourchier Street 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

- Bourchier Street Primary School school council requires that all actions related to internet banking are consistent with The Department's [Schools Electronic Funds Management Guidelines](#).
- Bourchier Street Primary School school council approves the use of Commbiz 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.
- Bourchier Street Primary School school council will determine how refunds will be processed and any refunds processed through the EFTPOS terminal will be recorded in a refund register.
- Bourchier Street Primary School will undertake maintenance and upgrading of hardware and software as required.
- Bourchier Street 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 Bourchier Street Primary School will ensure all staff operating the merchant facility are aware of security requirements. At our school, this includes:
  - delegations – Council will review the current list of staff with authority to approve purchase orders, pay invoices, receive funds and extend this review to electronic procedures, including the upper dollar limit.
  - IT Security - access levels to proprietary applications should be in line with approved delegations. All changes to financial delegations should be included in Council minutes and filed appropriately as a permanent record
  - proper authorisation and approval of both the initial setting up of account details and any subsequent transactions against the account(s)
  - completeness and accuracy of all details so they can be verified by a responsible officer
  - security and confidentiality of passwords and data at all times
  - documentation kept by the school confirming all transactions related to the account(s) such as purchase orders, tax invoices, payment vouchers, payroll listings, relevant CASES21 reports
  - the appropriate segregation of duties to ensure and maintain the accuracy and legitimacy of accounts and transactions. This can be implemented, by alternating sequential tasks, so that no one person has complete responsibility for the entire transaction, provided that some separation occurs between key activities. Functions that should be separated include authorisation, payment, custody and recording.
  - School Council reporting and monitoring
  - bank imposed security issues
- School council minutes must record which staff are authorised to process transactions.
- No “Cash Out” will be permitted on any school EFTPOS facility.
- Bourchier Street Primary School will accept EFTPOS transactions via telephone or post.
- Bourchier Street Primary School school council has approved a minimum refund amount of \$10 and a maximum refund amount 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 prior to direct debiting any funds from the school’s account
- A direct debit facility allows an external source, e.g. Apprenticeship Factory, Australia Post, Equigroup & VicSuper, 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.
- Bourchier Street Primary School will ensure adequate funds are available in the Official Account for the “sweep” of funds to the supplier.

## Direct Deposit

- Bourchier Street 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 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 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

Bourchier Street Primary School 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
- relevant CASES21 reports etc.

This includes a requirement for the principal 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	26 <sup>th</sup> February 2025
Approved by	School Council
Next scheduled review date	February 2026