



Reviewed: 29 April 2022

School Council Ratified: 10 May 2022

Next review: 2023

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 policies and laws.

Scope

This policy applies to:

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

Policy Statement

Greenhills 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 and Administration

- Greenhills Primary School Council requires that all actions related to internet banking are consistent with the Department of Education and Training's *Schools Electronic Funds Management Guidelines*.
- Greenhills Primary 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.
- Greenhills Primary School Council will determine how refunds will be processed and any refunds processed through the EFTPOS terminal will be recorded in a refund register. Refunds will only be processed if the transaction is user error or receipt has previously been paid. Any refunds must be processed on the same day as the original transaction (i.e. if an incorrect amount is entered and processed, or if, when allocating to a family account, it is discovered that the family has already paid).
- Greenhills Primary School will undertake maintenance and upgrading of hardware and software as required.
- Greenhills 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 reports in CASES21, the mandatory system of record for all Victorian government schools to manage student and school administration processes.

EFTPOS

- The School Principal 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 withdrawal is permitted on any school EFTPOS facility.
- Greenhills Primary School can accept EFTPOS transactions via telephone or post.
- Greenhills Primary School will not refund via EFTPOS, unless it is due to operator error or a family has duplicated payment.

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. VicSuper) to withdraw a pre-arranged amount of funds from the school's official account on a pre-arranged date. Any such payments must be authorised as appropriate and required.
- Greenhills Primary School will ensure adequate funds are available in the official account for the sweep of funds to the supplier.

Direct Deposit

- Greenhills Primary School utilises a two-user authorisation of payments banking package, as it offers a high 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 to be considered include:
 - The identification of staff with administrative responsibilities - Business Manager to access statements and upload batches
 - The identification of staff with authorisation/signatory responsibilities – 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's leave of absence.

BPay

Greenhills Primary 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



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: [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](#)