



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

POLICY

Macedon 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

- Macedon Primary's school council requires that all actions related to internet banking are consistent with The Department's [Schools Electronic Funds Management Guidelines](#).
- Macedon Primary's school council approves the use of the Commonwealth Bank of Australia's CommBiz application 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.
- Macedon Primary's school council will determine how refunds will be processed and any refunds processed will be recorded in a refund register.
- Macedon Primary will undertake maintenance and upgrading of hardware and software as required.
- Macedon Primary 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 Macedon Primary School, will ensure all persons operating the merchant facility are aware of security requirements. At Macedon Primary School, this includes:

- Only nominated persons are authorised to process transactions using EFTPOS during either Farmer's Markets or the biennial fete.
- School council minutes will record which persons are authorised to process transactions.
- Receipts will be entered into CASES21 as soon as practicable after the event.
- No refunds will be processed via EFTPOS.
- No "Cash Out" will be permitted on any school EFTPOS facility.

- EFTPOS transactions will be recorded in a separate batch to cash and cheques to assist with balancing of the batches each day. The amount on the bank statement will match the amounts on CASES21 and the daily settlement balance.
- The settlement on the EFTPOS machine will occur as soon as practicable after the event.
- All documentation confirming all transactions such as merchant copies of EFTPOS receipts, void receipts, refunds, daily EFTPOS reconciliation reports, authorisation details and relevant CASES21 reports will be stored securely.

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. BOQ Finance, which is the school's photocopier lease/finance provider) 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.
- Macedon Primary will ensure adequate funds are available in the Official Account for the "sweep" of funds to the supplier.

Direct Deposit

- Macedon Primary 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 must be considered include:
 - the identification of staff with administrative/authorisation responsibilities. They are the Principal and two (2) of the teachers standing on school council;
 - the identification of payment authorisers. They are the Principal and two (2) of the teachers standing on school council;
 - 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; and
 - alternative procedures for processing, using the direct deposit facility, for periods of Business Manager's and Principal leave of absence.

BPay

Macedon Primary's 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.

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.](#)

REVIEW CYCLE

This policy was last approved by school council February 2024 and is scheduled for review in February 2025.

Version Control

Date	Changes
February 2024	<ul style="list-style-type: none"> • No changes made
August 2023	<ul style="list-style-type: none"> • EFTPOS section added regarding EFTPOS device in front office
February 2023	<ul style="list-style-type: none"> • No changes made
February 2022	<ul style="list-style-type: none"> • Under Direct Deposit section, the reference to two (2) Leading Teachers is not relevant as MPS currently only has one Leading Teacher who is not a member of School Council. This section will refer to two (2) teachers currently standing on school council. <p><u>From:</u> The various internal controls that must be considered include:</p> <ul style="list-style-type: none"> ○ the identification of staff with administrative/authorisation responsibilities. They are the Principal and both of the Leading Teachers for Grades F-2 and Grades 3-6; ○ the identification of payment authorisers. They are the Principal and both of the Leading Teachers for Grades F-2 and Grades 3-6; <p><u>To:</u> The various internal controls that must be considered include:</p> <ul style="list-style-type: none"> ○ the identification of staff with administrative/authorisation responsibilities. They are the Principal and two (2) of the teachers standing on school council; ○ the identification of payment authorisers. They are the Principal and two (2) of the teachers standing on school council; <ul style="list-style-type: none"> •
February 2021	<ul style="list-style-type: none"> • No changes made.
February 2020	<ul style="list-style-type: none"> • Added “the Business Manager must not have banking authorisation/signatory responsibilities other than for the transferring of funds between school bank accounts” to the Direct Deposit dot points as per the updated DET Electronic Funds Management Policy Template

