

OAKLEIGH SOUTH PRIMARY SCHOOL ELECTRONIC FUNDS MANAGEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school on (03) 9570 1016.

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 Oakleigh South Primary School via the methods set out in this policy

POLICY

Oakleigh South 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

- Oakleigh South Primary School, School Council requires that all actions related to internet banking are consistent with The Department's [Schools Electronic Funds Management Guidelines](#).
- Oakleigh South Primary School, School Council approves the use an appropriate Financial Institution as the approved software for all internet banking activities whereby 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.
- Oakleigh South Primary School, School Council will determine how refunds will be processed and any refunds processed through the EFTPOS terminal (minimum refund amount of \$50.00 and a maximum refund amount of \$500.00, approved with signatures) will be recorded in a refund register. For refund amounts less than \$50.00 or greater than \$500.00, parents/carers will be refunded a credit to their personal school account or request a refund that will be credited to a nominated bank account by completing the **Parent Request for Credit/Refund/Donation Form** and emailing the form to Jo Chapple (Business Manager) Joanne.Chapple@education.vic.gov.au for processing.
- Oakleigh South Primary School will undertake maintenance and upgrading of hardware and software as required.
- Oakleigh South 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 Oakleigh South 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.
- Oakleigh South Primary School will accept EFTPOS transactions via telephone.
- Oakleigh South Primary School, School Council has approved a minimum refund amount of \$50.00 and a maximum refund amount of \$500.00. For refund amounts less than \$50.00 or greater than \$500.00, parents/carers will be refunded a credit to their personal school account or request a refund that will be credited to a nominated bank account by completing the **Parent Request for Credit/Refund/Donation Form** and emailing the form to Jo Chapple (Business Manager) Joanne.Chapple@education.vic.gov.au for processing.

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 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.
- Oakleigh South Primary School will ensure adequate funds are available in the Official Account for the “sweep” of funds to the supplier.

Direct Deposit

- Oakleigh South 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 whereby the two authorised officers must not have a conflict of interest (e.g., family members, partners, etc.).
- 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

Oakleigh South Primary School, School Council will approve in writing the School Council's decision for the utilisation of BPAY.

Payments made by BPay are subjected 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 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 the staff induction processes for all staff who are involved in funds management
- Included in staff handbook 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	17/04/2023
Approved by	School Council, 26/04/2023.
Next scheduled review date	April 2024.