

**POLICY TITLE:** Electronic Funds Management Policy

**DATE DEVELOPED:** March 2022

**REVIEW DATE:** March 2023

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement  
with the World

Academic Excellence

Inclusive Learning  
Environment

Personal and Social  
Wellbeing

## PURPOSE

The purpose of this policy is to set out how Essendon North Primary 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 Essendon North Primary School via the methods set out in this policy

## POLICY

Essendon North 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

- The School Council of Essendon North Primary School requires that all actions related to internet banking are consistent with The Department's [Schools Electronic Funds Management Guidelines](#).
- The School Council of Essendon North Primary School approves the use of Commonwealth Bank Commbiz, Westpac and Compass 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/or a member of the School Council nominated by the School Council.
- The School Council of Essendon North Primary School will determine how refunds will be processed and any refunds will not be permitted or processed through the EFTPOS terminal. Refunds will be completed through the procurement process of documentation, purchase order, payment voucher. Compass Pay option of refund only if required and approved by the Principal.
- Essendon North Primary School will undertake maintenance and upgrading of hardware and software as required.
- Essendon North 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.

- Electronic Banking may be used for payment of invoices 'Direct Debit', Bpay, 'Pay Anyone' Transaction and bank transfers between school bank accounts and international payments.
- All documentation required for electronic payments will be obtained, completed and checked and authorised by approving officers as per DET guidelines, including daily internet banking reconciliations reports, authorisation details, relevant Cases 21 reports, Compass transactions reports.
- The 'Pay Anyone' facility can be used to pay Parent refunds, or General Ledger payments suppliers who have their banking details provided on their invoice or who request payment directly into their bank accounts.
- Compass is the secure payment gateway and Essendon North Primary School has established a secure site.

### EFTPOS

- The Principal of Essendon North Primary School, will ensure all staff operating the merchant facility are aware of security requirements. At our school, this includes: the Business Manager, Accounts Receivable Officer and Administration office, who will process payments via the merchant facility. The Merchant facility password is stored in the school's safe.
- School Council minutes must record which staff are authorised to process transactions.
- No "Cash Out" will be permitted on any school EFTPOS facility.
- Essendon North Primary School **will not accept** EFTPOS transactions via telephone or post.
- Essendon North Primary school has decided **not to process refunds through EFTPOS.**
- The school will operate one EFTPOS terminal only. This terminal is located on the front desk in the school office and will only be used in the main office. The EFTPOS machine may be outside in the school grounds when the school is hosting fundraising events. Essendon North Primary School will have contactless card readers for payments at fundraising events so the use of cash is minimised for risk.

### 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, iPad lease, Trolley lease, Zero telephone lease, 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.
- Essendon North Primary School will ensure adequate funds are available in the Official Account for the "sweep" of funds to the supplier.

### Direct Deposit

- Essendon North 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/authorisation 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 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**

The School Council of Essendon North Primary School 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.

### **Compass Pay**

Essendon North Primary School school council will approve in writing the School Council's decision for the utilisation of Compass Pay.

Monies received via Compass Pay are received in relation to school activities including camps, sports, excursions, incursions, Essential Book Pack, Voluntary contributions and fundraising activities.

Payments made by Compass Pay 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 Compass Pay 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

## RELATED POLICIES

- [DET Parent Payments Policy](#)

## FURTHER INFORMATION AND RESOURCES

- Finance Manual for Victorian Government Schools:
  - [Finance Manual — Financial Management for Schools](#)
    - o [Section 3 Risk Management](#)
    - o [Section 4 Internal Controls](#)
    - o [Section 10 Receivables Management and Cash Handling](#)
- [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](#)

## HELP FOR NON-ENGLISH SPEAKERS



If you need help to understand the information in this policy please contact Essendon North Primary School on (03) 9379 3979.

## POLICY REVIEW AND APPROVAL

Policy Last Reviewed	March 2022
Approved By	School Council
Next Scheduled Review Date	March 2023