



STAWELL SECONDARY COLLEGE

Electronic Funds Management Policy

Rationale:

- 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 Stawell Secondary College via the methods set out in this policy.

Implementation:

- Stawell Secondary College 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.
- Stawell Secondary College School Council requires that all actions related to internet banking are consistent with The Department's [Schools Electronic Funds Management Guidelines](#).
- Stawell Secondary College School Council approves the use of Combiz 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.
- Stawell Secondary College School Council will permit refunds to be done by cheque or direct deposit only. Refunds must not be processed by EFTPOS.
- Stawell Secondary College will undertake maintenance and upgrading of hardware and software as required.
- Stawell Secondary College 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 Stawell Secondary College, will ensure all staff operating the merchant facility are aware of security requirements. At our school, this included: the use of both the Combiz token and the Netlock device.
- School council minutes must record which staff are authorised to process transactions.
- No "Cash Out" will be permitted on any school EFTPOS facility.
- Stawell Secondary College will not accept EFTPOS transactions via telephone.
- Stawell Secondary College will not process a refund through EFTPOS.

Direct Debit

- All direct debit agreements must be approved and signed by school council prior to implementation.



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- 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. Canon Finance (printer rental) to deduct 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.
- Stawell Secondary College will ensure adequate funds are available in the Official Account for the "sweep" of funds to the supplier.

Direct Deposit

- Stawell Secondary College utilises a "two user authorisations of payment" 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 (This cannot be the Business Manager)
 - The identification of payment authorisers (the Principal and other designated officer)
 - 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

- Stawell Secondary College 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 included a requirement for the Principal to sign and date BPay transaction receipts attached to authorised payment vouchers.

References:

- Finance Manual for Victorian Government Schools
 - [Section 3 Risk Management](#)
 - [Section 4 Internal Controls](#)



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- [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.](#)

Evaluation:

This policy will be reviewed as part of the school's review cycle in accordance with the Child Safe Policy, in March, every year. The review will be led by the Business Manager and referred to the Policy Subcommittee and School Council for ratification.

Reviewed last: February 2019

Next Review: February 2020