PURPOSE
School Council has a responsibility to manage school funds and in doing so, has a responsibility to ensure that payments and receipts are made and received in a safe, timely and efficient manner while adhering to the internal controls and guidelines of the Department of Education and Training.

AIM
- To establish a secure Electronic Banking facility for Great Ryrie Primary School.
- To implement strict internal controls for payments on a ‘Pay Anyone’ basis, e.g. Direct Debit from the school’s official account, using the school level payroll and payments to creditors.
- To provide users with the ability to undertake various banking functions, such as checking account balances, transferring funds between accounts, Direct Debit, Direct Deposit, BPay payments/receipts and EFTPOS (Electronic Funds Transfer Point of Sale).

GUIDELINES FOR IMPLEMENTATION
- Abide by all DET financial guidelines relating to electronic banking.
- Principal and School Council have responsibility for authorising the setting up the School Council Bendigo Bank electronic banking account using the electronic banking product Bendigo e-banking.
- Provide a secure electronic banking system with the Principal, School Council nominated members, Finance Manager and nominated Finance/Administration staff assigned individual log in, password and security tokens.
- Ensure all payments through electronic banking are authorised by two people - the school Principal and the Assistant Principal or other authorized staff member.
- All changes to financial delegations should be included in school council minutes and filed appropriately as a permanent record.
- The school Finance Manager can only be nominated as an authorisor for limited transactions (BPAY, Direct Deposit and Account Transfers) due to the constraints of the Bendigo Bank Internet Banking software.
- There will be proper processing and approval of both the initial setting up of account details and any subsequent transactions against the accounts. e.g. Direct Debit and Pay Anyone account details.
- All banking details including transactions will be checked for completeness and accuracy by the Finance Manager so that they can be verified by a responsible officer.
- Relevant security and confidentiality documents will be held in the locked fireproof safe at all times.
- The Principal and Assistant Principal and other authorized staff members are not to store security tokens with their Bendigo e-banking log in and passwords.
- Documentation confirming all transactions related to the accounts, such as purchase orders, payment vouchers, payroll listings, screen prints of payee(s) details, screen prints of transaction(s) confirmation details and relevant CASES21 reports will be stored in an orderly manner in a secure area.
- There will be appropriate delegation and segregation of duties to ensure and maintain the accuracy and legitimacy of accounts and transactions.
The segregation of duties will be shared between the Finance Manager who initialises and processes the Local Payroll, Creditor payments and Family refunds and the Principal and Assistant Principal or other authorized staff members who must authorise the final payment using the security token.

ELECTRONIC PAYMENT OF ACCOUNTS
Electronic payments can be made from the official account via the following methods:
- Direct Debit;
- BPAY; and
- Direct Deposit.

SPECIFIC GUIDELINES FOR DIRECT DEBIT
Direct Debit - This facility effectively allows an external source, e.g. financial institution or supplier, to remove funds pertaining to a pre-arranged amount and date from the school's official bank account on a regular or ad hoc basis.
- Prior to agreement with a supplier to utilise the Direct Debit payment option, the school will ensure that it receives in writing from the supplier all relevant details of the Direct Debit which include the actual amount, the day/date on which the payment will be processed, and the regularity of the payment
- The school will ensure that it receives a tax invoice/statement from each supplier prior to any Direct Debit 'sweep' date each month in order to confirm the accuracy of all payments as well as any cash flow considerations.
- If the direct debit differs in amount or timing, the supplier will be contacted immediately and the issue resolved or the direct debit cancelled.
- The school will ensure all relevant information is kept. This includes the original Application for Direct Debit Form signed by the Principal and a designated signatory of school council, information relating to the amount, date of Direct Debit and regularity of the payment, all related billing and statement details and relevant CASES21 Finance reports.

SPECIFIC GUIDELINES FOR BPAY
BPAY – This facility is a secure electronic banking product identified on a supplier/creditor account with a unique biller code. The payee selects either the internet or telephone option to transfer funds from the school’s official account to the supplier and follows a series of steps to attach the amount owed to the creditor’s account and biller code.
- Internet banking is the only method authorized to make a BPAY payment. Payment by BPAY over the phone is not to be used. When using BPAY the school will ensure that suppliers'/creditors' accounts are always paid by the due date and for the correct amount.
- Standard controls related to creating an order, setting up the commitment and determining the date and amount for the transfer will be maintained.
- The invoice will be attached to the pre-approved purchase order and processed via the Bendigo e-Banking website by the Finance Manager prior to forwarding to the 2 authorised approvers to approve for payment. Once payment has been made using BPAY, the BPAY receipt number and details of the transaction should be printed from the internet banking website then attached to the original payment approval/invoice.
- The school will ensure all relevant information is kept, including the original signed payment approval and creditor invoice, printout of BPAY receipt, clearly displaying BPAY receipt reference number and date of transaction, and all relevant CASES21 Finance reports.

SPECIFIC GUIDELINES FOR ‘DIRECT DEPOSIT’ FACILITY
‘Direct Deposit Facility - This is a form of electronic banking that provides schools with the freedom and flexibility to pay (creditors, local payroll employees or process family refunds) by nominating their BSB and Account number.
- Abide by existing bank-imposed restrictions or security measures, such as daily withdrawal limits, personal identification number (PIN) information and a list of personnel with administrative/authorisation responsibilities.
- Ensure all transactions are appropriately authorized by two signatories.
- If the payment is for a family refund the Application for refund pro-forma must be filled out by the family with supporting documentation e.g. original receipt number, family statement etc.
- Ensure there is segregation of duties for the Finance Manager and designated payment authorisers. The Finance Manager is authorised to approve Family refunds only. All bulk payment files (creditors and payroll) will be approved by the Principal and Vice Principal.
- Retain printed payment receipt that confirms payment details. This receipt should clearly display the date of the transaction, amount paid, and the recipient’s BSB, account number and name.
- Require the Authorisor to sign and date the internet transaction receipt for the transaction/s.
- Ensure safe and secure storage of all documentation.
- Provide printed documentation to finance committee, School Council and school auditors. The school will ensure all relevant information is kept including School Council minutes recording approval of the ‘direct deposit’ basis of electronic banking, all signed payment vouchers as part of the approval to pay creditors/local payroll/families and all relevant CASES21 Finance reports.

**ELECTRONIC REVENUE**

Schools are able to accept alternative methods to cash or cheque receipts into the official account via the following methods:

- EFTPOS; and
- BPAY.

**SPECIFIC GUIDELINES FOR ‘EFTPOS’ FACILITY**

‘Electronic Funds Transfer Point of Sale (EFTPOS) Facility -

*EFTPOS provides schools with the ability to accept non-cash electronic payments by way of credit and debit card transactions.*

*Use of EFTPOS allows schools to increase the options and convenience provided to parents/debtors, as well as improves security by reducing the amount of cash handled and kept on school premises.*

- The school will only process transactions to accept school invoice payments i.e. family charges, sundry debtors, fundraising initiatives, etc.
- The school is unable to undertake transactions which provide ‘cash’ to the customer as part of the transaction.
- The school is able to accept EFTPOS payments made by telephone. The verbal EFT payment pro-forma must be completed for each transaction.
- Security information is to be filed securely.
- Payments must have a minimum value of $10 for use of the EFTPOS facility.
- The EFTPOS terminal will be connected to the bank via phone connection not via the internet.
- A copy of the EFTPOS receipt and the CASES21 receipt will be forwarded to the cardholder as a record of their transaction.
- No Refunds are allowed to be processed using the EFTPOS facility unless transaction is incorrect and should be voided.
- A separate receipt batch will be used to process EFTPOS receipts from Cash/Cheques
- EFTPOS transactions will be settled at the end of the day.
Void transactions must be processed on the same day as the original transaction and copies of both the original and voided transactions must be retained.

The Finance Manager will ensure all relevant information is kept including School Council minutes recording approval of the ‘EFTPOS facility and applicable policy’, all merchant copies of EFTPOS terminal receipts and settlement documents and applicable CASES21 Finance reports.

SPECIFIC GUIDELINES FOR ‘BPAY RECEIPTS’ FACILITY

‘BPAY Receipts Facility –

BPAY is an electronic bill payment service providing families with the option of paying their school account at any time, day or night, on any day of the year via telephone or internet banking.

- BPAY receipts is enabled in CASES21.
- Unless otherwise informed, the school will apply BPAY receipts to subject contributions first and then oldest invoices.

School Council ratified this policy in March 2015
To be reviewed annually in line with DET requirements.
Next review of this policy is in 2016