

## ***School Electronic Funds and Management Policy (2016)***

### **Beliefs**

Electronic (internet) banking offers an online facility which provides users with the ability to undertake banking to increase the options and convenience provided to parents/debtors and to the school when paying creditors.

### **Aims**

To successfully implement the internal controls within Department of Education and Training, *School and Electronic Funds Management Guidelines (2010)*.

To successfully use Direct Deposit via the internet banking facility to allow freedom and flexibility to pay creditors by nominating their BSB and account number at the time of the transaction.

To successfully use the Commonwealth Bank, 'CommBiz' program for Direct Deposits as it has a two user authorisation of payments to ensure a greater degree of security and access controls.

To successfully use Electronic Funds Transfer Point of Sale (EFTPOS) and BPAY to increase the options and convenience to parents/debtors as well as improving security by reducing the amount of cash handled and kept on school premises.

To optimise the security of the internet banking program.

To ensure that all transactions involving internet banking are approved by school council.

### **Guidelines for Action**

1. The principal will be responsible for ensuring all staff are made fully aware of the internal controls and security requirements and that all data obtained through processing remains safe from fraud. Staff authorised to process transactions will be minuted at school council.
2. That school council is to oversee all existing bank-imposed restrictions or security measures, such as personal identification number (PIN) information and a list of personnel with administrative/authorisation responsibilities and a no cash out setting. The list of personnel with administrative/authorisation responsibilities will be presented to school council on an annual basis after completion of the annual school council elections.

#### 3. Procedures for Direct Deposit

The following procedures for all direct deposits will be adhered to:

- a. All transactions will be appropriately authorised.

For payroll payments the following authorisation steps will be implemented:

- Record the total payroll for each individual person and print prior to signatories authorising the transaction in CommBiz
- Obtain the principal's signature on the printout (CASES21 report PE21303);

For creditor payments the following authorisation steps will be implemented:

- Print the payment report (CASES21 – CR211105) ensuring key transaction details such as creditor name, address, account number, BSB number, description and quantity of goods and payment amount are included.
- Attach the print out to the original tax invoice.

The principal will verify that the details on the tax invoice are identical to the screen print, particularly the BSB and account number details.

- Obtain the principal's signature on the printout.
- b. The business manager will process the transaction on Commbiz and await the online authorisation by the two electronic signatories (one being the principal). Note: The school business manager cannot be nominated as an authoriser even if he/she is a member of School Council. A single authoriser of payments via internet banking software is a clear breach of the regulations governing the payment of accounts.
  - c. The principal and other authorised signatories will keep their CommBiz tokens and associated individual PIN numbers in a locked, secure facility.
  - d. The principal and other electronic signatory are to provide the business manager with a signed printout of the payment authorisation prior to finalising their authorisation. These are to be attached to the payment documentation.
  - e. The printed payment receipt that confirms payment details is retained. This receipt should clearly display the date of the transaction, amount paid, and the recipient's BSB, account number and name. All documentation will be safely and securely stored.
  - f. The provision of printed documentation including the relevant CASES 21 finance reports to the resources committee, school council and the school auditors will occur.
  - g. The school will maintain a list of all personnel/suppliers/creditors (with accompanying BSB and payroll/account number) to be paid via the online CommBiz facility (CASES21). Any changes to the list over time, and the date of these changes, should also be approved. (note: school council will get a full list of online creditors provided initially, with additions / amendments / deletions to each resources committee)
  - h. Procedures for processing using the CommBiz facility for periods of Business Manager/Education Support and Principal leave or absence are as follows:
    - Any absence of the principal for less than three days, no transactions will be processed.
    - In business manager's absence, the acting business manager will be authorised by the principal to process transactions.
    - In the principal's absence, the assistant principal will deputise to authorise transactions. The second electronic signatory to be one of the three other authorised parties.
    - If all three parties are absent no transactions will proceed.

#### 4. Procedures for EFTPOS

The following procedures for all EFTPOS transactions will be adhered to:

- a. Appointment of authorising officers for approval of phone and refund transactions. Only transactions on credit cards can be accepted via the telephone or post; transactions on debit cards require the cardholder to be present at the point of sale.
  - b. There will be one EFTPOS machine which will be kept in a locked secure facility.
  - c. Reconciliation of daily and monthly EFTPOS statements with the school's financial institution and the CASES 21 transaction reports
  - d. The segmentation of duties, authorisation, payment, recording so that no one person has complete responsibility for the entire transaction.
  - e. **All EFTPOS refunds are to be authorised by the Business manager and approved by the Principal. A register of void/refunded transactions will be kept.**
  - f. Documentation kept by the school confirming all transactions such as merchant copies of the EFTPOS receipts, void receipts, refunds, daily EFTPOS reconciliation reports, authorisation details and relevant CASES 21 reports.
  - g. Both the EFTPOS and CASES 21 receipt must be forwarded to the cardholder as their record of transaction
5. Procedures for BPAY

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.

Under a Whole of Government' contract, DEECD's default BPAY provider is the Westpac bank. When families/sundry debtors pay via BPAY the information is transferred from their bank account to Westpac and Westpac process the payment through to the official account.

The following procedures for all BPAY transactions will be adhered to:

- a. Activate BPAY in Cases 21.
- b. The file from Westpac will be uploaded into CASES21 and then the same processes are to be followed in allocating receipts to invoices.
- c. Print family statements with BPAY details and send to families
- d. Family uses BPAY to pay school debit. BPAY message sent to CASES 21. View/Print unprocessed BPAY receipts.
- e. Generate BPAY receipts batch, allocate BPAY receipts and print BPAY receipts.
- f. Using a BPAY receipt batch will generate the following entries in the financial ledgers:
  - General ledger – Accounts receivable control account will be credited with the total of the receipt batch decreasing the total outstanding and the Official account will be debited increasing the bank balance.
  - Family subsidiary ledger – Individual family accounts will be credited with the value of the appropriate receipts, decreasing the family outstanding balance.
- g. Merchant fees will be debited from the school's Official account. These transactions will show up on the bank statement.

6. The principal will provide all required printed documentation to the resources committee for approval by school council.

**Review**

This School Electronic Funds and Management Policy will be reviewed by resources committee at the meeting following the completion of the annual school council election process for presentation to the following school council meeting

**Endorsed by School Council - 21<sup>st</sup> March 2016**

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