



ELECTRONIC FUNDS MANAGEMENT POLICY

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Authorised by:
Principal

Approved by School Council:
18/9/19

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Purpose

The purpose of this policy is to set out how Horsham College 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 Horsham College via the methods set out in this policy

Policy

Horsham 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.

Implementation

- Horsham College School Council requires that all actions related to internet banking are consistent with the department's Schools Electronic Funds Management Guidelines.
- Horsham College School Council approves the use of CommBiz as the approved software for all internet banking activities. Individual authority and security tokens are required for staff that have access to the bank account.
- 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.
- Horsham College School Council will determine how refunds will be processed and any refunds processed through the EFTPOS terminal will be recorded in a refund register.
- Horsham College will undertake maintenance and upgrading of hardware and software as required.
- Horsham 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 Horsham College, will ensure all staff operating the merchant facility are aware of security requirements. At Horsham College, this includes:
- School Council minutes must record which staff are authorised to process transactions.
- No "Cash Out" will be permitted on any school EFTPOS facility.
- Horsham College will accept EFTPOS transactions via telephone or on Excursion forms.
- Horsham College School Council has approved a minimum refund amount of \$10.00 and a maximum refund amount of \$200.00. Refunds will be deposited into a nominated bank account and not through the EFTPOS facility.

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 (eg. 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.
- Horsham College will ensure adequate funds are available in the Official Account for the "sweep" of funds to the supplier.

Direct Deposit

- Horsham College 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:
 1. the identification of staff with administrative responsibilities [eg. Business Manager to access statements and upload batches]
 2. the identification of staff with authorisation/signatory responsibilities [eg. the Principal and School Council delegate for the authorisation of payments]
 3. the Business Manager must not have banking authorisation/signatory responsibilities other than for the transferring of funds between school bank accounts
 4. the allocation and security of personal identification number (PIN) information or software authorisation tokens
 5. the setting up of payee details in CASES21
 6. the authorisation of transfer of funds from the official account to payee accounts
 7. alternative procedures for processing, using the direct deposit facility, for periods of Business Manager's and Principal leave of absence.

BPay

Horsham 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.

REVIEW CYCLE AND EVALUATION

This Policy will be reviewed as part of the school's review cycle.