 **BELGRAVE SOUTH PRIMARY SCHOOL**

 **ELECTRONIC BANKING & EFTPOS POLICY**

# PURPOSE

* To allow the school the options and convenience provided to parents/debtors by being able to accept and provide alternative payment methods to cash or cheque by utilising Electronic Funds including BPAY and Eftpos.
* To provide direct deposit facilities for Creditors, and Local Payroll payments
* To provide enhanced risk control and security over transactions and by reducing the amount of cash handled and kept on school premises
* To provide clear documentation of electronic banking processes
* To enable access to bank statements and transaction details from all school banking services.

# IMPLEMENTATION

* The school will administer Electronic Banking in accordance with DET guidelines, ‘EFTPOS Receipting In Schools’ and ‘Internal Control for Schools’.
* The school will ensure the information collected in order to undertake electronic transactions must only be used for its intended purpose in accordance with the *Victorian Information Privacy Act 2000.*
* The Principal will be responsible for ensuring that staff members operating the merchant facility are made fully aware of security requirements, and that all data obtained through processing EFTPOS transactions remains safe from fraud.
* Segregation of duties will be in place to ensure and maintain the security, accuracy and legitimacy of transactions.
* Electronic transactions will be reconciled with CASES21 daily
* The school will accept Credit Card transactions on the provision of a Belgrave South Primary School Payment Slip detailing card holder details, amount of transaction and signature of card holder without the card holder being present. The name of the person processing the transaction and invoice details must be included.
* The school will not undertake transactions which provide ‘cash’ to the customer as part of the transaction.
* The use of Bendigo Bank is the preferred method for electronic banking transactions where two signatory authorisation is required.
* The school will maintain document records of all Electronic funds transactions.
* The Business Manager/or delegate is authorised to download bank statements and transaction details related to Belgrave South Primary School
* The Business Manager/or delegate has access to upload Creditor, Family and Local Payroll payments to Bendigo Bank ready for authorisation.
* The Principal and one other authorised officer must access Bendigo Bank to check and authorise the Creditor, and Local Payroll transactions before payment will be deposited via direct debit into bank accounts.
* The Principal and one other authorised officer must sign all paperwork related to direct deposit of Creditor, and Local Payroll transactions via Bendigo Bank and supporting documentation must be attached.
* All documentation to be stored securely in Business Manager’s office or Archive Room.
* Bendigo Bank authorised officers are to be reviewed annually or when there is a change of staff.

***In relation to EFTPOS:***

* The Principal has the authority to delegate access to EFTPOS machines and details recorded in an Authorised EFTPOS School User Register.
* One EFTPOS terminal shall be located in the administration
* Maximum limits will be set by the card holder’s limit, and no minimum limit will be enforced by our school.
* The school will retain the following information in relation to use of the Electronic Funds:
	+ Electronic Funds policy approved by School Council
	+ Merchant copies of EFTPOS terminal receipts, cancelled receipts and settlement documents
	+ documentation in support of refunds and/or adjustments.
	+ Regular checks of internal controls in relation to EFTPOS transactions
	+ Authorised User Register

# EVALUATION

* The policy will be reviewed annually to assess internal control procedures.

**REVIEW**

* This Policy will be reviewed in March 2021.