



Help for non-English speakers

If you need help to understand the information in this policy please contact one of our Assistant Principals for assistance with scheduling a Language Loop meeting, ph: 03 9280 1955.

Purpose

The purpose of this policy is to set out how *Mildura Senior College and Mildura English Language Centre (College)* will manage electronic funds in accordance with applicable Department of Education and Training policy and law.

Internet banking may be used for EFTPOS, Direct Debit, Direct Credit, BPAY and “Pay Anyone” transactions. Staff who are authorised to process banking transactions will require prior approval by College Council, and will be listed on the College’s *Banking Register*.

Scope

This policy applies to:

- All staff/responsible persons involved in management of funds transacted electronically.
- All transactions carried out by the College via the methods set out in this policy.

Policy

The 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

- College Council requires that all actions related to internet banking are consistent with The Department’s [Schools Electronic Funds Management Guidelines](#).
- College Council approves the use of Commonwealth Bank’s Commbiz facility as the approved software for all internet banking activities as individual authority and security tokens are required. Commbiz offers a high degree of data security and validation.
- 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.
- College Council will determine how refunds will be processed and any refunds processed through the EFTPOS terminal will be processed according to the College’s *Parent Refund Policy*.
- The College will undertake maintenance and upgrading of hardware and software as required.
- The 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 the College, will ensure all staff operating the merchant facility are aware of security requirements and the College’s EFTPOS Receipting and Cash Handing Policies.
- College Council minutes must record which staff are authorised to process transactions. Please refer to the College’s Banking Register for authorised personnel.
- No “Cash Out” will be permitted on any school EFTPOS facility.
- The College will accept EFTPOS transactions via telephone.
- Refer to the Parent Refund Policy.

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- Upon request EFTPOS refunds can be processed on the same day as the transaction, otherwise the refund must be actioned in CASES21 as a 'Pay Anyone' transaction. All refunds are required to have a signed Request for Refund Form.

Direct Debit

- All direct debit agreements must be approved and signed by College Council prior to implementation.
- The College Council requires all suppliers to provide tax invoices/statements to the College prior to direct debiting any funds from the College's accounts. Including the following:
 - All details provided by the supplier relating to the amount, date of Direct Debit and regularity of the payment.
 - Original payment approval usually via an Application for Direct Debit Form (signed by Principal and a designated signatory of College Council).
 - Schedule and timing of deductions (if not included in the above).
 - All related billing and statement details.
 - Relevant CASES21 Finance reports.
- A direct debit facility allows an external source 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. Creditors with a direct debit arrangement include: Vicsuper, Westpac Purchase Cards, Office Everything (photocopier lease), Coles & Australia Post.
- The College will ensure adequate funds are available in the Official Account for the "sweep" of funds to the supplier.

Direct Deposit

- The College utilises a "two user authorisations 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 approval of these transactions must comprise of the Principal as a mandatory signatory and a second co-signatory who must be a member of the College Council and approved by council as a signatory.
- The various internal controls that need to be considered include:
 - The identification of staff with administrative responsibilities.
 - The identification of staff with authorisation/signatory responsibilities, refer to the College's *Banking Register*.
 - The Business Manager must not have banking authorisation/signatory responsibilities other than for the transferring of funds between school bank accounts.
 - 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.

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BPAY

College Council will approve in writing the school decision for the utilisation of BPAY. BPAY 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 College's official account to the supplier and follows a series of steps to pay the amount owed to the creditor's account and biller code.

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
- Printout of BPAY receipt (if processed through the internet), clearly displaying BPAY receipt reference number and date of transaction & payee details.
- Relevant CASES21 reports.

This includes a requirement for the principal to sign and date BPAY transaction receipts attached to authorised payment vouchers. The approval of these BPAY transactions must comprise of the Principal as a mandatory signatory and a second co-signatory who must be a member of the College Council and approved by council as a signatory.

"Pay Anyone" Facility

This is a form of internet banking that is effectively on a 'pay anyone' basis for example, it provides schools with the freedom and flexibility to pay anyone (creditor, local payroll employee) by nominating their BSB and Account number. This process will only be used for once off payments such as payments from the General Ledger.

The payment will be completed in the usual manner and then the direct credit option will be selected in the relevant banking authority's on-line facility. Details from the invoice will be entered directly onto Commbiz. The payment officer will have authority to complete this transfer, however the authorisation of the payments will not take place until the payment vouchers have been authorised by the Principal as a mandatory signatory and a second co-signatory who must be a member of the College Council and approved by council as a signatory.

Payments are subject to the same requirements as for all transactions relating to accounts such as:

- Purchase orders.
- Tax invoices/Statements/Request for Refund Form.
- Payment vouchers.
- Printout of direct deposit receipt (if processed through the internet), clearly displaying the receipt reference number and date of transaction & payee details.
- Relevant CASES21 reports.

Monitoring & Reporting

- Creditor and payee details will be maintained in CASES21.
- All documentation required for electronic payments will be obtained, completed, checked and authorised by approving officers as per the Department guidelines.
- Business Manager or delegate will be responsible for inputting payment details from CASES21.
- Compliance will be audited as part of the College's Annual Financial Audit.

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Communication

This policy will be communicated to our staff in the following ways:

- Included in staff induction processes for all staff who are involved in funds management
- Included in staff handbook/manual for relevant staff

Further Information & Resources

- Finance Manual for Victorian Government Schools
 - [Section 3 Risk Management](#)
 - [Section 4 Internal Controls](#)
 - [Section 10 Receivables Management and Cash Handling](#)
 Available from: [Finance Manual — Financial Management for Schools](#)
- [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](#)
- [Records Management — School Records](#)
- 1.27 Parent Payment Arrangement
- 1.28 Parent Refund Policy
- 1.33 EFTPOS Receipting Policy
- 1.34 Financial Delegation Authority
- 1.35 Purchase Card Policy
- 1.38 Cash Handling Policy
- Banking Register
- Staff Reimbursement of Expenses Form
- Request for Refund Form

Review and Evaluation

<i>Ratified by:</i>	<i>College Council</i>	<i>Ratified date:</i>	<i>07.10.2021</i>
<i>Document Owner:</i>	<i>Business Manager</i>	<i>Reviewed date:</i>	<i>17.02.2022</i>
<i>S:\Admin\Policy Docs\Policy Register</i>		<i>Review Cycle:</i>	<i>Annually</i>
<i>Principal Approval:</i>			

Date reviewed by College Council:

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