



BPAY POLICY

Rationale:

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

A BPAY Management Policy is a requirement of Department of Education & Training (DET) as part of Internal Control procedures. It aims to give clear guidelines to the school community, Principal, Business Manager and School Council as to how BPAY will be carried out at Upwey South Primary School.

Aims:

- Ability to provide an alternative payment method to parents
- Provide an ability to accept non cash electronic payments by BPAY transactions
- Increase the options and convenience provided to parents for payments
- Improve security by reducing the amount of cash handled and kept on school premises.

Implementation:

- Proper authorisation and approval by School Council for the initial setting up of the facility.
- The Business Manager is to set up the facility using DET guidelines in the CASES21 Finance Process Guide.
- The BPAY logo will appear on all family statements and each family will have their own unique Biller Code with the school number as the prefix.
- Parents will have the option to state against which charge the BPAY amount is to be allocated. If no advice is received from the parent, the amount will be allocated to the oldest outstanding charge or current charge depending on the urgency of the outstanding amount.
- The Office Manager will print the Unprocessed BPAY Receipts report on a daily basis. These amounts will then be processed by the Business Manager thus ensuring the proper segregation of duties.
- Documentation to be kept confirming all transactions such as CASES21 copies of BPAY receipts, daily BPAY reconciliation reports, authorisation details and relevant CASES21 reports.
- Reconciliation of daily BPAY reports received from CASES21 will be filed with bank deposits.
- A receipt will be issued to families when the BPAY transaction has been processed by DET and received in the Upwey South Primary School Official Account upon request.

Evaluation:

This policy will be reviewed annually and formally approved and minuted by the School Council at its first meeting for the year.

Principal's signature: _____

School Council President's signature: _____

School Council ratified this policy on **20th February 2018**
Review date: February 2019