



## **EFTPoS POLICY**

### **Rationale:**

The Upwey South PS EFTPoS Policy is a requirement of the Department of Education & Training as part of Internal Control Procedures. This policy gives clear unequivocal guidelines to the school community, Principal and Council as to the use of EFTPoS services at the school.

In accordance to Department of Education guidelines the School Council can decide to use EFTPoS to streamline the school's financial operations and payment processes.

The use of EFTPoS allows schools to increase the payment options provided to parents/debtors as well as improve security by reducing the amount of cash handled and kept on school premises.

In doing so, School Council requires that all actions related to EFTPoS use are consistent with Department guidelines and protocols.

### **Aims:**

The Department of Education & Training requires the School Council to comply with Department of Education banking and audit guidelines. As such, the purpose of this policy is to ensure that the school's use of EFTPoS facilities comply with all Department requirements and regulations.

The purpose of the Upwey South PS EFTPoS Policy is:

- **to comply with all Department EFTPoS guidelines and audit requirements**
- **to ensure the maintenance of stringent internal controls over banking procedures**
- **to increase the ease in which parents/debtors can pay the school**

### **Implementation:**

- School Council will approve the use and number of EFTPoS facilities at Upwey South PS.
- Transaction charges will be paid for by the school as an administration cost.
- EFTPoS machines will be kept in a secure environment in the school office to limit their access to non-authorised users. The EFTPoS machine will be connected to the bank via phone line and not through the internet.
- Staff members authorised to process transactions on EFTPoS facilities will be minuted through School Council and this will serve as the school's EFTPoS register.
- The EFTPoS Register will state: Name of the users and EFTPOS functions they are authorised to perform. Functions will be separated to ensure segregation of duties. Office Manager to process transactions, Business Manager to reconcile the daily takings and Principal to authorise refunds each day the refund function is used. . The Principal may authorise office staff to perform EFTPoS refund transactions in the event of a processing error. Refund transactions will be kept to a minimum and written on a Refund Request Register which will be signed by the Principal.



- Staff members authorised to use the EFTPoS terminals will have the policy made available to them and be sufficiently trained in the operation of the machines. The PIN information will only be shared with these authorised staff members.
- All EFTPoS transactions will be processed in a separate batch though the Department's Finance program CASES21.
- All EFTPoS documentation e.g. Merchant copies of EFTPoS receipts, voided refunds, EFTPoS reports and refund authorisation will be kept for audit purposes for the required seven years.
- EFTPoS transactions will be reconciled against CASES21 reports by the Business Manager as part of their banking procedures and be cross checked by the Business Manager & Principal as part of the end of the month procedures.
- Upwey South PS will not activate a "cash out" configuration.
- Upwey South PS will accept EFTPoS transactions via mail or post. All Information gained from EFTPoS transactions will only be used for its intended purpose in accordance with the Victorian Information Privacy Act 2000

**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