

ELECTRONIC FUNDS MANAGEMENT POLICY

Hamilton North Primary School Statement

Electronic/internet banking facilities allow users the ability to undertake various banking functions, such as examining account balances, transferring funds between accounts, direct debit, direct deposit, BPAY (online) and EFTPOS (Electronic Funds Transfer Point of Sale).

The use of electronic/internet banking allows schools to increase the options and convenience provided to parents/creditors/debtors, as well as improving security by reducing the amount of cash handled and kept on school premises.

It is an efficient means of receiving monies and processing payments.

Purpose

Hamilton North Primary School recognises its role in the administration of its finances in providing procedures and internal controls as follows, which meet the Department of Education and Training requirements;

- To provide enhanced risk control and security over transactions.
- To provide clear documentation of processes whilst maintaining internal controls
- To provide enhanced services to creditors, debtors & parents.
- To provide procedures and internal controls that meets the Department of Education and Training requirements in accordance with 'Education Training and Reform Regulations 2007'.

Implementation

- All transactions through internet banking software must be authorised by the Principal and a School Council nominee
- The school Business Manager cannot be nominated as an authoriser even if he/she is a member of School Council
- The Principal and a School Council Nominee must sign all paperwork and a copy of the internet transaction and supporting documentation must be attached
- The original invoice must be attached to payment voucher.
- Internet banking may be used for payment of invoices and the local payroll including 'direct debit', staff and parent reimbursement transactions
- Setting up of initial transaction details and any changes will be the responsibility of the Business Manager, but will not be authorised by the Business Manager
- Creditors requesting payment by internet banking (i.e.Commbiz), or changing their details, must have banking details displayed either on an invoice, letterhead or email correspondence
- Administration and access to internet banking is to be controlled by the Business Manager and/or the Principal

- At the beginning of each year the School Council will review and formally document this Electronic Funds Management policy as required by the Department of Education and Training audit requirements
- Documentation kept by the school confirming all transactions such as merchant copies of EFTPOS receipts, void receipts, refunds, daily EFTPOS reconciliation reports, authorisation details, relevant CASES21 reports will be stored securely in the administration office or secure storeroom.
- A register will be kept for all void or refund transactions.
- Procedures and documentation for processing offline receipts and refund transactions to be adhered to.
- EFTPOS documentation concerning passwords will be kept in the school safe.
- Authorised users of EFTPOS facilities; Michelle Sweeney and Jan Dean.

Evaluation

This policy will be reviewed and endorsed annually as part of the Department of Education and Training requirements in accordance with 'Education Training and Reform Regulations 2007'.

Office Use Only			
Previous Review Date	March 2022		
Current Review Date	February 2023	Ratified by School Council	
Scheduled Review Date	February 2024		