

ELECTRONIC FUNDS MANAGEMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the front office.

PURPOSE

The purpose of this policy is to set out how our school will manage electronic funds in accordance with applicable Department of Education and Training policy and law.

SCOPE

This policy applies to:

- o all staff/responsible persons involved in management of funds transacted electronically
- o all transactions carried out by Caulfield Junior College via the methods set out in this policy

POLICY

Caulfield Junior 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

- Caulfield Junior College school council requires that all actions related to internet banking are consistent with The Department's [Schools Electronic Funds Management Guidelines](#).
- Caulfield Junior College school council approves the use of ComBiz as the approved software for all internet banking activities as individual authority and security tokens are required.
- 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.
- Caulfield Junior College school council will determine how refunds will be processed and any refunds processed through the EFTPOS terminal will be recorded in a refund register.
- Caulfield Junior College will undertake maintenance and upgrading of hardware and software as required.
- Caulfield Junior 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 Caulfield Junior College, will ensure all staff operating the merchant facility are aware of security requirements. At our school, there is limited access by authorised staff, this includes the Business Manager and Administration staff.
- School council minutes must record which staff are authorised to process transactions.
- No 'cash out' will be permitted on any school EFTPOS facility.
- Caulfield Junior College will accept EFTPOS transactions via telephone or post.
- Caulfield Junior College school council has approved a minimum refund amount of \$10 and a maximum refund amount of \$200.

Direct Debit

- All direct debit agreements must be approved and signed by school council prior to implementation.
- The school council requires all suppliers to provide tax invoices/statements to the school prior to direct debiting any funds from the school's account
- A direct debit facility allows an external source Equigroup (IT leases)/DET (school local payroll) 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.
- Caulfield Junior College will ensure adequate funds are available in the Official Account for the 'sweep' of funds to the supplier.

Direct Deposit

- Caulfield Junior College utilises a 'two user authorisation 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.
- Internal controls that need to be implemented include:
 - the identification of staff with administrative responsibilities:
 - Business Manager and Accounts Payable
 - the identification of staff with authorisation/signatory responsibilities:
 - The Principal and School Council delegate
 - the Business Manager must not have banking authorisation/signatory responsibilities other than for the transferring of funds between school bank accounts
 - BM is unable to authorise any transactions or sign for any transactions
 - the allocation and security of personal identification number (PIN) information or software authorisation tokens
 - The Principal and School Council delegate for the authorisation of payments

- The Business Manager as delegated Commbiz administrator
- o the setting up of payee details in CASES21:
 - Business Manager/Accounts Payable
- o the authorisation of transfer of funds from the official account to payee accounts
 - The Principal and School Council delegate for the authorisation of payments
- o alternative procedures for processing, using the direct deposit facility, for periods of Business Manager's and Principal leave of absence.

BPay

Caulfield Junior College school council will approve in writing the school council's decision for the utilisation of BPAY.

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

- o purchase orders
- o tax invoices/statements
- o payment vouchers
- o signed screen prints and payee details
- o relevant CASES21 reports etc.

This includes a requirement for the principal to sign and date BPay transaction receipts attached to authorised payment vouchers.

FURTHER INFORMATION AND RESOURCES

- Finance Manual for Victorian Government Schools
 - o [Section 3 Risk Management](#)
 - o [Section 4 Internal Controls](#)
 - o [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
 - o [Section 1: Families](#)
- [Internal Controls for Victorian Government Schools](#)
- [ICT Security Policy](#)
- [Public Records Office Victoria](#)
- [Records Management — School Records](#)

COMMUNICATION

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

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



Caulfield
JUNIOR COLLEGE

École franco-australienne
de Melbourne



POLICY REVIEW AND APPROVAL

Policy last reviewed	2022
Approved by	School Council
Next scheduled review date	2023

APPENDIX 1

Caulfield Junior College Parents Committee Fundraiser

Event Name : _____ Date: _____

\$150 Float signed out: Name _____ Initial: _____

Cash Summary

Notes	float	Coin	
\$100		\$2	\$50
\$50		\$1	\$20
\$20		50c	\$15
\$10	\$20	20c	\$5
\$5	\$40	10c	
		5c	
Total		Total	
Notes			
Coins			
TOTAL	\$		

IMPORTANT: Please reinstate the \$150 float (if applicable) prior to counting cash.

PC Event Coordinator Name: _____ Signature: _____

Cash Sign off #2 Name: _____ Signature: _____

Received by CJC Name: _____ Signature: _____