

Weeroona College Bendigo is a child safe school and has zero tolerance to child abuse.

Weeroona College Bendigo is committed to creating a safe and inclusive school environment for all of our students including those that identify as same sex attracted, intersex and gender diverse.

Rationale:

Schools are able to utilise electronic methods for both revenue collection and expenditure. These methods provide improved options and convenience for the financial management of the College as well as to parents and debtors.

This policy aims to address and minimise the risks associated with the use of electronic funds through the implementation of sound internal controls.

Implementation:

This policy applies to all staff who are involved in the electronic collection or payment of College funds. The Principal will be responsible for ensuring that staff are made aware of security requirements, and that all data obtained through the processing of electronic transactions remains safe from fraud.

The introduction of EFTPOS as a means of collecting funds will require schools to acquire and retain customer information. Schools must do so in accordance with *Schedule 1 of the Victorian Information Privacy Act 2000*.

Electronic Revenue:

Schools are able to accept alternative methods to cash or cheque receipts into the official account via the following methods:

- EFTPOS
- BPAY
- Third party internet revenue collection (QKR & Compass Pay)

Potential risks involved with the reception of electronic revenue include:

- The theft of EFTPOS terminals by parties either internal or external to the College.
- Improper or fraudulent use of the College's EFTPOS facility.
- Improper storage of personal payment information.
- Mistakes in the recording of electronic receipts.
- Electronic receipts that are not brought to account.
- Reliance on third parties involved in internet revenue collection to forward information and funds to the College.

¹ This policy will be reviewed by the School Council in 2023

Electronic Funds Transfer Point of Sale (EFTPOS)

The College can accept non-cash electronic payments by way of credit and debit card transactions through the Administration Office and Canteen. The use of EFTPOS allows the College to increase the options and convenience provided to parents, as well as improves security by reducing the amount of cash handled and kept on the premises.

EFTPOS transactions include those received in person only.

The following internal controls relevant to the use of the College's EFTPOS facility must be adhered to:

Segregation of Duties and Supervision

- The Principal and Business Manager must under no circumstances process EFTPOS transactions.
- The processing of EFTPOS transactions is limited to the staff members who have been authorised as EFTPOS terminal users by College Council on the 'Annual Endorsement of Financial Procedures' document.
- The Business Manager performs regular bank reconciliations which confirm the existence of EFTPOS receipts processed.
- Daily banking is balanced to the receipt batch and bank deposit slip to confirm that EFTPOS transactions have been recorded correctly. Daily banking is verified by a second staff member who did not process the receipts.

Physical Controls

- The College's EFTPOS terminals are housed in the Administration Office and Canteen and are out of sight to external parties unless in use.
- The terminal is password locked and only the users of the terminal are aware of this password.
- EFTPOS receipts and personal information relating to MOTO payments are filed securely with banking reports.

Arithmetical and Accounting Controls

- All receipts processed through the EFTPOS terminal must also be processed as a receipt in Cases21.
- The 'customers copy' of the EFTPOS receipt must be provided to the customer along with the receipt generated by Cases21.
- The EFTPOS terminal must be settled each day and the result of the settlement report compared to the actual EFTPOS receipts recorded in Cases21.
- Regular bank reconciliations are performed by the Business Manager in which EFTPOS receipts recorded in Cases21 are independently verified to the bank statement.

Processing transactions

- The College must only process transactions to accept invoice payments ie. Family charges, sundry debtors, trading operations etc. The College must not undertake transactions which provide 'cash' to the customer.
- The maximum amount of a credit/debit card transaction is determined by the cardholder's limit.
- A customer's PIN must never be recorded by the College.
- Both the merchant and customer copies of an EFTPOS transaction must be printed. The merchant copy must be retained for audit purposes.
- Certain details of MOTO transactions must be entered in the College's EFTPOS Register.
- EFTPOS receipts may be included in a normal receipt batch with other cash/cheque receipts that is updated at the end of each day to minimise the number of batches opened each day.

Transaction Processing Errors

- If it is determined at the time of the transaction and prior to entering the receipt on Cases21 that an error has occurred, for example an incorrect amount is processed, the transaction may be voided via the EFTPOS terminal. The authorised officer will refer to the instructions provided in the EFTPOS facility user guide to ensure that this is processed correctly.
- Voided transactions must be processed on the same day as the original transaction. After this period a refund can only be processed by way of cheque or direct deposit through Cases21.
- Copies of both the original and voided transaction must be retained for audit purposes and where appropriate, an explanatory note should be filed with these.
- The voided transaction details should be recorded in the College's EFTPOS Register.
- The staff member responsible for a voided transaction must communicate the details of the transaction with the Business Manager.

EFTPOS Information to be retained by the College

- EFTPOS policy approved by College Council (this policy)
- Register of approved users
- Register of voided transactions
- Documents containing MOTO transaction details
- Merchant copies of EFTPOS receipts and settlement documents
- Applicable Cases21 reports

BPAY

The College offers BPAY as an electronic payment option to parents and sundry debtors. Each payer has a unique BPAY reference number which increases the accuracy of each receipt

recorded. BPAY receipts are automatically received by Cases21 with little opportunity for human error.

BPAY receipt batches may be processed by any authorised officer as listed on the 'Annual Endorsement of Financial Procedures' that is approved by College Council.

BPAY receipts recorded in Cases21 are verified independently against the official account bank statement during the bank reconciliation process.

Third Party Internet Revenue Collection

QKR App

The QKR school payment application allows parents to conveniently make payment for canteen orders.

A daily report of QKR transactions must be accessed by an authorised user from the QKR website to check for and subsequently process all QKR receipts in Cases21.

QKR receipts will be independently verified with the Official Account bank statement to ensure that the third party has passed along all funds to the College.

Compass

Compass School Manager allows parents to pay for any school costs including upcoming College excursions and events through the Compass website.

A daily report of Compass transactions must be accessed by an authorised user from the CompassPay website to check for and subsequently process all Compass receipts in Cases21.

Compass receipts will be independently verified with the official account bank statement to ensure that the third party has passed along all funds to the College.

Electronic Expenditure:

Electronic (internet) banking allows the College to undertake various banking functions in a timely manner such as checking account balances, transferring funds between accounts and paying creditor invoices by direct deposit or direct debit.

All electronic payments must be processed in line with the Department's financial guidelines.

Potential risks involved in the processing of expenditure electronically include:

- Insufficient segregation of duties when processing electronic payments.
- Mistakes in the processing of electronic payments.
- Fraudulent or corrupt activities in relation to College bank accounts.

The following internal controls must be adhered to when processing electronic payments:

Segregation of Duties and Supervision

- All electronic payments and transfers require the authorisation of two account signatories (the Principal and one College Council nominee).
- The Business Manager must never be able to authorise electronic payments but does have online access to the College bank accounts for monitoring and uploading of payments purposes.

Physical Controls

- All users of the College's online banking facility must keep their log in details secure and confidential.
- The banking website should only be accessed from devices that meet appropriate IT safety regulations.
- Documentation relating to all electronic payments such as purchase orders, tax invoices and payment vouchers must be retained by the College and presented to the account signatories for review prior to any payment being authorised online.

Arithmetical and Accounting Controls

- Regular bank reconciliations are performed by the Business Manager and approved by the Principal each month in which bank account movements are compared with Cases21 transactions to ensure that all transactions are accurately recorded and not omitted.

Direct Debit

The direct debit facility allows an external party to remove or 'sweep' funds pertaining to a pre-arranged amount and date from the College's Official Bank Account on a regular basis. The College allows the use of direct debit for the following types of payments:

- School Level Payroll
- Utilities
- Lease payments
- Selected creditors such as fuel card providers and Coles where payment terms are important to avoid incurring financial penalties.

The use of direct debit does not negate any of the financial procedures required of other payment methods. Direct debit payments must still be accompanied by a purchase order, tax invoice and a payment voucher authorised by two bank account signatories.

Direct Deposit

The direct deposit facility allows a creditor to be paid by way of BSB and Account number. Each creditor's bank account details must be entered accurately in Cases21 creditor module. An invoice paid by direct deposit in Cases21 produces a payment file that can then be uploaded to the College's banking software. This minimises the risk that a payment will be fraudulently modified between Cases21 and the College's bank account and also reduces the

risk of human error when inputting account information.

All direct deposit payments must be processed in accordance with the Department's financial guidelines.

Resources

The Department's financial guidelines website
<http://www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx>

Weeroona College Bendigo Fraud Prevention Policy & Procedure

Weeroona College Bendigo Purchasing Card Policy

Evaluation

- This policy will be reviewed annually by the Finance Sub-Committee for endorsement by College Council.

This policy was last ratified by College Council in		
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