

Payment and Receipting Policy- Electronic

Rationale:

There are many different ways that parents and others have available to make payments to the school. The school may also make refunds to parents when students have exited.

Aims:

To improve the convenience of payments and give a clear understanding of the school processes.

Implementation:

MPS School Council, has authorised the use of internet banking at MPS.

In doing so, School Council requires that all actions related to internet banking are consistent with DEECD guidelines and protocols: *S385-2007 School Internet Banking Guidelines*, *S464-2008 CA SES21 Finance – BPAY Receipting for Families*, Internal Controls for Victorian Government Schools (from Financial Services Division, DEECD, March 2009), School Finance Manual for Victorian Government Schools (from Financial Services Division, DEECD, March 2009), and *S396 \ 2008 - eftPOS Receipting in School*.

The following are covered by this policy:

- Payment by cash / cheque / card card - at the office only / B-Pay
- Direct deposit into MPS official account
- Refunds by direct deposit

EFT Rationale

The use of the EFTPOS allows the school to increase the options and convenience provided to Parents/Debtors, as well as improving security by reducing the amount of cash handled and kept on school premises. EFTPOS provides the school with the ability to accept non-cash payments by way of credit and debit card transactions.

Eftpos:

- School Council will approve the continuing use of 1 x EFTPOS terminal.
- The school does not authorise any phone and refund transactions.
- The EFTPOS machine will be stored securely.
- Only transactions for payment of school invoices such as family charges and sundry debtors will be processed. 'Cash' will not be provided as part of the transaction.
- Documentation will be kept in the Administration Office, confirming all transactions such as merchant copies of EFTPOS receipts, voided receipts, refunds, daily EFTPOS reconciliation report, authorisation details, relevant CASES21 reports
- Eftpos receipts will be entered as a separate batch that is updated at the end of each day.
- Refunds via the EFTPOS terminals are not permitted **however**, in exceptional circumstances and with the approval of the Business Manager and a Principal or their delegate, may be performed.
- Correct documentation for all transactions **MUST** be kept .
- The Officer Manager will be responsible for ensuring an EFTPOS 'Settlement' is performed on the terminal at the end of each day and that the settlement total matches correctly with CASES 21 transactions.
- Only ES admin staff have permission to conduct transactions on the EFTPOS machine.
- No staff member should undertake their own eftpos + C21 transaction.
- The Business Manager will ensure that EFTPOS totals appearing on the Bank Statement match correctly with the Banking Batch report and EFTPOS Settlement total.
- EFTPOS terminals are connected via a telephone connection.

Incorrect Transaction Processing – Void and Refund transactions

Void or refund transactions via the EFTPOS facility will not be permitted in normal circumstances.

However, on occasion a void or refund transaction may need to be processed. These transactions **MUST** be approved by the authorising officer (Business Manager or Principal) and follow the key internal controls listed below which relate to the reversal or refund of an incorrect EFTPOS transaction.

- Void transactions must be processed on the same day as the original transaction. After that period it must be treated as a **refund** and properly authorised.
- If, in exceptional circumstances, a refund must be processed, approval must be obtained from the authorising officer and duly signed by all parties.
- All documentation relating to the original transaction must be obtained and kept for audit.

- The void/refund transaction must be signed by the cardholder
- Copies of both the original and voided/refunded transactions must be retained for audit purposes
- The school copy must be signed by the authorising officer. – **'not'** the operator who processed the original receipt.
- The transaction details will be recorded in an EFTPOS 'void/refund transaction' register.
- Refunds to customers would normally be handled via cheque payment to the cardholder and recorded in the EFTPOS register.

BPay (DEECD/C21 implemented Community Payment- School receipt):

- BPay is a secure electronic banking product identified on a supplier/creditor account with a unique biller code.
- This facility will be available for Parents and Sundry Debtors (such as staff) to make payments to their outstanding accounts.
- No school receipt can be issued, however, if requested, a statement can be generated
- After making a payment via BPay parents must inform the School Office within two business days as to which charges (invoiced items) the payment is for or the Office will allocate all funds to the oldest outstanding transactions first. Note: Once funds are allocated against a transaction they cannot be re-allocated to another. (Parents will need to be reminded of this annually)
- Payment does not exclude the provision of permission forms as they must still be returned before any dealines.
- The transaction is always completed in C21 Finance, as per the usual procedures and protocols.

Direct Deposit- payments to school

- Parents do not have the opportunity to make payments by D/Deposit into the school account. They should use (cash, card, BPay).
- Sundry Debtors and external providers may deposit funds directly into the schools official account as per the C21 generated invoice. The payment will be receipted as per the usual process and a C21 official receipt issued.

Direct Deposit- payment to parents and others (refund)

- When a student exits, the parent should complete a consent to release information. This included providing the school with a bank account to which the school can deposit any refunds due to the student/family.
Any request for refund, must be in writing, clearly outlining the reason.
Refunds should be signed off by PLC?Principal prior to payment.
- Refunds to others will be directly deposited back into bank accounts once details have been provided.

Counting of cash

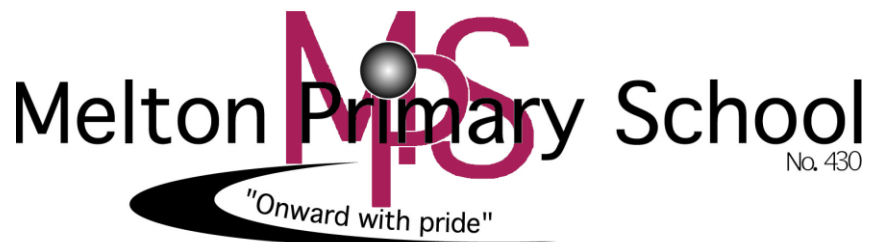
- In all school circumstances (PFA/SRC, Staff/Office) money will collected and kept until it is able to be counted.
- All money being counted will be overseen by another staff member.

Administration

- EFTPOS receipts will be run as a separate receipts batch that is updated at the end of each day. This option helps to reduce any errors in EFTPOS banking from a Cash/ cheque batch.
- A Settlement **must** be run on the EFTPOS terminal at the end of each day at the same time as the batch is updated.
- The daily total of both the EFTPOS terminal settlement and the associated C21 batch report/s MUST match.
- MPS banking information batch must be updated and forwarded to the Business Manager for reconciliation
- *On the Bank Reconciliation, the batch total for that date (less any refunds) should match the direct credit amount paid by the bank.*

The following information will be retained by school

- Minutes of School Council meeting approving the use of the facility
- Register of approved school users (ES admin staff only)
- MPS Eftpos facility approved school users: Lyn Edwards, Mel Fairall, Teagan Simons, Cherie Short, Sue Sutcliffe



Repayments

Parents of students who have left the school and still have a credit will be contacted on 3 occasions through a variety of methods. If after these 3 attempts parents still do not respond the money that is in credit in their account will be transferred to the '**fundraising account**' of Melton Primary School.

Evaluation:

This policy is required to be formally minuted and reviewed by School Council to confirm/enhance internal control procedures on an annual basis.

This policy was last ratified to School Council on .16th March 2016