BPay and Internet Banking (Payment and Receipt) Policy

Rationale:
Internet banking (both payment and receipting) has become a very common banking practice that provides several distinct advantages, whilst at the same time offering high levels of security and convenience.

Aims:
To utilise the advantages of internet banking for our school whilst simultaneously enhancing banking security, improving convenience, and lessening environmental impact.

Implementation

School Council, after carefully considering the costs, benefits, fraud prevention, internal control and information privacy implications etc, has authorised the use of internet banking at our school.

In doing so, School Council requires that all actions related to internet banking are consistent with DE Financial Management for School Policy.

https://www2.education.vic.gov.au/pal/finance-manual/policy

All payments through internet banking software are simply another form of payment from the schools account and consistent with DE requirements, must be authorised by the Principal and one other member of School Council, as nominated by the School Council, as per normal payment procedures.

The following are covered by this policy:

- Direct Debit (school payment)
- B-Pay (DE/C21F implemented Community payment- School receipt)
- Compass Family Payments
- 'Pay Anyone' facility (School Payment/Reimbursement)
- Direct Debit/Direct transfer (staff payment/School Receipt)

Direct Debit (School Payment)

A direct debit facility allows an external source (eg. Regular supplier) to remove funds of a prearranged amount form the schools official Account on a pre-arranged date. Typical examples may include annual insurance premiums, monthly lease payments and the WESTPAC Schools' Purchasing Card payment.

The School Council requires all suppliers to provide tax invoice/statements to the school prior to direct debiting any funds from the school's account.

As part of the internal control, the relevant portion of the bank statement will be printed off to confirm amount, authorised by Principal and one other member of School Council, as nominated by the School Council.
Transactions are confirmed as processed by the Business manager.
The transaction is always completed in C21 Finance, as per the usual procedures and protocols.

BPay (DE/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 ad Sundry Debtors (such as staff) to make payments to their outstanding accounts.
Parents after making a payment via BPay will inform the School Office within two business days as to which changes (invoiced times) the payment is for, or the Office will allocate the funds to the oldest outstanding transactions first.
Note: Once funds are allocated against a transaction they cannot be re-allocated to another.

Payment does not exclude the provision of permission forms as they must still be completed either via hard copy or electronic copy permission on Compass.

Payments on Compass provide electronic permission to be granted.

The transaction is always completed in C21 Finance, as per the usual procedures and protocols.

Compass Pay Family Payments

- Compass Pay is a form of internet banking that allows families to pay for camps/excursions and other school expenses directly using a Visa or Mastercard from the convenience of home with no need to come by the office with a cash payment. All charges are set within Compass by Melton Primary School staff prior to an event with the approval of the Principal nominee.
- Whilst this facility is convenient and easy to use the payment does not exclude the provision of permission forms as they must still be returned. If the electronic permission form is not provided, a paper copy of the form must be provided to the office for processing, this step can be

completed by the students without the need for the parent to present to the school office.
- Funds will be transferred from Compass Pay into the schools nominated School Council bank account and then into Cases21 through BPay Import Task.
- The transaction is always completed in C21 Finance, as per the usual procedures and protocols treated the same as a family B payment.
- Payments in this manner are treated confidentially and in a timely manner. All payments are recorded as part of our daily procedures.

'Pay Anyone' Facility (School Payment/Reimbursement):

This form of internet banking allows the school to pay funds directly into a persons or businesses nominated bank accounts eg. Creditors, staff/parent reimbursement or local payroll employee.

Whilst this facility is particularly convenient and cost effective, it has minimal security. Consequently, internal controls surround the process at the school are critical.

Such controls include:

- Proper authorisation and approval of both the initial setting up of account details and any subsequent transactions against account(s).

- The proper segregation of duties at all times, with one nominated School Council member acting as the organiser and the Principal acting as the second authoriser of all internet transactions.

- The safe, secure and confidential storage of information and data, using the storage PIN's and access codes.

- Proper retention of all transactions relating to accounts, such as purchase orders, tax invoices/statements, vouchers, payroll listings, signed or initialled screen prints and payee details, relevant CASES21 reports etc. including the Principals signature on the dated internet transaction receipt attached to authorised payment vouchers.

- The retention of printed payment receipts that display all details of payments so as to confirm payment details.

- Compliance with all bank imposed security measures, limits and requirements.

- The provision of printed documentation to the Finance Committee, School Council and Auditor as required.

- That alternative procedures using the 'Pay Anyone" facility exist during periods when the Business Manager or the Principal are absent for an extended period.

Direct Debit/Transfer (staff payment/School receipt):

A member is able to make a payment to the school for an amount owed: eg. Canteen costs, coffee club, Scholastic Book Club purchase, Fundraising items purchased.
This will allow the staff member to via internet banking make a payment directly into Melton Primary Schools official account.
The protocols of such payments by others will be that:

- The principal approves the person to make the payment via this method.
- The Business Manager provides the banking details. Note: It is the Staff members responsibility to correctly key in the details when making the transfer through their personal internet banking.
- The office is aware of the expected amount and reason for the payment.
- After staff members transfer money. A copy of the transaction receipt is forwarded to the Office as confirmation. This ensures a smooth matching process at the Office.
- The transaction is always completed in C21 finance as per the usual procedures and protocols.

Evaluation:

This policy is required to be formally minute as reviewed by School Council to conform/enhance internal control procedures on an annual basis.

Policy review and approval

Policy last reviewed	19th February 2025
Approved by	Principal and School Council
Next scheduled review date	Feb 2026