



# Electronic Funds Management Policy

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## PURPOSE

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

## SCOPE

This policy applies to:

- all staff/responsible persons involved in management of funds transacted electronically
- all transactions carried out by Cheltenham East Primary School via the methods set out in this policy

## POLICY

Cheltenham East Primary School 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.

- Cheltenham East Primary School School Council requires that all actions related to internet banking are consistent with the Department's [Schools Electronic Funds Management Guidelines](#).
- Cheltenham East Primary School School Council approves the use of Commbiz 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.
- Cheltenham East Primary School will determine how refunds will be processed and any refunds processed through the EFTPOS terminal will be recorded in a refund register.
- Cheltenham East Primary School will undertake maintenance and upgrading of hardware and software as required.
- Cheltenham East Primary School 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 Cheltenham East Primary School will ensure all staff operating the merchant facility are aware of security requirements. At our school this means the School's EFTPOS terminal will be in the school office which will allow for no unauthorised usage and ensure privacy for PIN transactions. The EFTPOS terminal must not be removed from the school office and all transactions must be performed on the terminal within the school office.
- School Council minutes must record which staff are authorised to process transactions.

- No “Cash Out” will be permitted on any school EFTPOS facility.
- Cheltenham East Primary School will accept EFTPOS transactions via telephone or post.
- If it is determined at the time of a transaction and **prior to entering the receipt on CASES21**, that an error has occurred, the School will “void” the transaction 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.
- Key internal controls relating to the reversal of incorrect EFTPOS transactions include:
- Void transactions must be processed on the same day as the original transaction. After that period, it must be treated as a refund as per the procedures under ‘Refunds’ included in the user guide.
- All documentation relating to the original transaction must be obtained.
- The void transaction must be signed by the cardholder.
- Copies of both the original and voided transactions should be retained for audit purposes.
- The school copy should be signed by the authorised officer and where possible this should not be the operator who processed the original receipt.
- The transaction details should be recorded in an EFTPOS ‘void transaction’ register.
- The school will use a separate receipt batch (not containing cash or cheque transactions) for EFTPOS receipts which will be updated at the end of the day.
- On the Bank Reconciliation, the batch total for that date (less any refunds) should match the direct credit amount paid by the bank.
- The School will retain the following information in relation to use of an EFTPOS facility:
- Register of voided transactions.
- Merchant copies of EFTPOS terminal receipts, voided/cancelled receipts and settlement documents.
- Applicable CASES 21 Reports.
- Current authorised users of the EFTPOS terminals as per the EFTPOS authorised user register.

#### **Zeller**

- The Principal of Cheltenham East Primary School will ensure all staff operating the facility are aware of security requirements. At our school this includes:
- The School’s Zeller terminal will be stored in the school office when not in use. When required for use, the machine will be signed out to one of the authorised users (previously approved via School Council) only and signed back in again immediately at the conclusion of its use.
- Ensuring any passcode allowing access to the Zeller terminal is maintained.
- School Council minutes must record which staff are authorised to process transactions.

- No “Cash Out” will be permitted on any school Zeller facility.
- The school will use a separate receipt batch in C21 (not containing cash, cheque or other online transactions) for Zeller receipts which will be updated at the end of the day.
- On the Bank Reconciliation, the batch total for that date should match the direct credit amount paid by the bank.
- The School will retain the following information in relation to use of the Zeller facility:
  - Merchant copies of terminal receipts and settlement documents.
  - Applicable CASES 21 Reports.
  - Current authorised users of the Zeller terminals as per the Zeller authorised user register.

### **Compass Pay**

- The School will use Compass for online payment for Curriculum Contributions, Other Contributions, and Extra-Curricular Items and Activities.
- Online payment services for payment through the Compass portal are provisioned by CompassPay.
- Settlement is on a rolling schedule. Fees for the service are invoiced monthly.
- The school will receive reports listing the family, the purpose of the payment and the payment amount.
- Compass payments will be receipted in C21 through the general ledger and family module.
- The school will use a separate receipt batch (not containing cash or cheque transactions) for Compass receipts which will be updated at the end of the day.
- On the Bank Reconciliation, the batch total for that date should match the direct credit amount paid to the bank.
- The school will allocate the payments to accounts in a timely manner.

### **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 [e.g. Zero Phone, CHG Meridian, Westpac Bank) to debit 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.
- Cheltenham East Primary School will ensure adequate funds are available in the Official Account for the "sweep" of funds to the supplier.

#### **Direct Deposit**

- Cheltenham East Primary School 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.
- The various internal controls that need to be considered include:
  - the identification of staff with administrative responsibilities - the Business Manager has the authority to access statements and upload batches
  - the identification of payment authorisers - the Principal and School Council delegate for the authorisation of payments
  - the Business Manager must not have banking authorisation/signatory responsibilities other than for the transferring of funds between school bank accounts
  - the allocation and security of personal identification number (PIN) information or software authorisation tokens
  - the setting up of payee details in CASES21
  - the authorisation of transfer of funds from the official account to payee accounts, ensuring that the internet transaction receipt is attached to the authorised payment voucher.
  - ensuring there are alternative procedures for processing using the direct deposit facility, for periods of Business Manager's and Principal leave of absence; otherwise, do not use this facility during those periods.

#### **BPay**

- Cheltenham East Primary School 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:

- purchase orders
  - tax invoices/statements
  - payment vouchers
  - signed screen prints and payee details
  - relevant CASES21 reports etc.
- This includes a requirement for the principal to sign and date BPay transaction receipts attached to authorised payment vouchers.

### **PayPal**

- Payments made by PayPal are subject to the same requirements as for all transactions relating to accounts such as:
  - purchase orders
  - tax invoices/statements
  - payment vouchers
  - signed screen prints and payee details
  - relevant CASES21 reports etc.
- Purchases made using PayPal will be through the school registered PayPal account linked to a School Purchasing Card.
- All PayPal purchases will be made by the Business Manager and payment via the School's Purchasing Card authorised in the usual manner by two of the designated payment authorisers.

### **COMMUNICATION**

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

- Included in staff induction processes and staff training
- Included in staff manual for relevant staff
- Emails confirming updates with links for reference

### **FURTHER INFORMATION AND RESOURCES**

Finance Manual for Victorian Government Schools

- [Section 3 Risk Management](#)
- [Section 4 Internal Controls](#)
- [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
  - [Section 1: Families](#)
- [Internal Controls for Victorian Government Schools](#)
- [ICT Security Policy](#)
- [Public Records Office Victoria](#)
- [Records Management – Schools Records.](#)

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	18 February 2026
Approved by	School Council
Next scheduled review date	February 2027