

EFTPOS Receipting

1.0 Rationale

Electronic Funds Transfer Point of Sale (EFTPOS) provides schools with the ability to accept non-cash electronic payments by way of credit and debit card transactions. Use of EFTPOS allows schools to increase the options and convenience provided to parents/debtors, as well as improves security by reducing the amount of cash handled and kept on school premises.

2.0 Goals

To be able to accept and provide an alternative payment method to cash or cheque by utilising EFTPOS facilities whilst ensuring the school's procedures and internal controls meet the Department of Education and Training (DET) requirements.

3.0 Implementation

- The Principal will be responsible for ensuring that staff operating the merchant facility are made fully aware of security requirements, and that all data obtained through processing EFTPOS transactions remains safe from fraud. Staff authorised to process transactions should be minuted at School Council and entered into a Register.
- The introduction of EFTPOS as a means of collecting funds requires schools to acquire and retain customer information. Schools must do so in accordance with *Schedule 1 of the Victorian Information Privacy Act 2000*.
- Certain internal controls need to be considered in relation to EFTPOS. Reference should be made to the publication *Internal Control for Schools* which can be accessed at <http://www.education.vic.gov.au/school/teachers/management/finance/Pages/guidelines.aspx>
- The School's EFTPOS terminal should be located in a secure location which will allow for no unauthorized usage and ensure privacy for PIN transactions.
- The School will only process transactions to accept school payments i.e. family charges, sundry debtors, fundraising and trading operation payments etc. The School will not undertake transactions which provide 'cash' to the customer as part of the transaction.
- If it is determined at the time of the 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.



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- 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:
 - EFTPOS policy approved by School Council.
 - 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.

4.0 Resources

- *Schedule 1 of the Victorian Information Privacy Act 2000.*
- *Internal Control for Schools*, which can be accessed at: <http://www.education.vic.gov.au/school/teachers/management/finance/Pages/guidelines.aspx> for information regarding internal control measures applicable to receipting.
- Relevant EFTPOS facility user guide.

5.0 Evaluation

- Procedures should be reviewed annually to confirm/enhance internal controls.
- Regular revision of associated costs should be undertaken by the Finance Committee.

6.0 End of Document