



# Red Cliffs Secondary College & FLO Connect Policy



## ELECTRONIC FUNDS MANAGEMENT POLICY

### PURPOSE

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

### SCOPE

This policy applies to:

- all staff/responsible persons involved in management of funds transacted electronically
- all transactions carried out by Red Cliffs Secondary College via the methods set out in this policy

### POLICY

Red Cliffs Secondary College 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](#).

### Implementation

- Red Cliffs Secondary College school council requires that all actions related to internet banking are consistent with The Department's [Schools Electronic Funds Management Guidelines](#).
- Red Cliffs Secondary College school council approves the use of Commonwealth Bank Combiz 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.
- Red Cliffs Secondary College 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.

### Electronic Payments

Electronic Payments can be made from the official account via the following methods:

- Direct Debit
- BPAY
- Direct Deposit

### Direct Debit

This facility allows for an external source e.g. Dell for IT equipment lease payments to remove or 'Sweep' funds which relate to a prearranged agreement which could be regular or ad hoc. The school should ensure it receives a tax invoice for each debit. All direct debit agreements must be approved

# Red Cliffs Secondary College & FLO Connect Policy

and signed by school council prior to implementation. The school will ensure adequate funds are available.

## Direct Deposit

Direct Deposit via an Internet banking facility allows the school to pay creditors or local school payroll employees by their BSB and account number. When using this facility Red Cliffs Secondary College will ensure:

- Proper segregation of duties will be maintained so that no one person has complete responsibility for the entire transaction, providing some separation between key activities. Creditor details are kept up to date and ad hoc checks banking details are performed regularly.
- 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 Principal and School Council Nominee. The Business Manager will not hold authorisation responsibilities.
- The safe, secure and confidential storage of information and data including the storage of PIN's and security tokens in a safe place
- The authorisation of transfer of funds from the official account to payee accounts
- Alternative processes for using the direct deposit facility, for periods of Business Manager's and Principal leave of absence.

## BPay

BPAY is an alternative to paying by direct deposit. It is a secure electronic banking product identified on a supplier/creditor account with a unique biller code. All of the controls stated above in directed deposit apply.

## Electronic Receipts

Red Cliffs Secondary College is to accept electronic receipts into the official account via the following methods:

- EFTPOS
- BPAY
- Third party internet revenue collection

## EFTPOS

EFTPOS provides the school with the ability to accept noncash payments by way of credit and debit card. The school will ensure:

- All staff operating the merchant facility are appropriately trained
- No "Cash Out" will be permitted on any school EFTPOS facility.
- Only Main Reception staff are to take EFTPOS receipts via telephone.
- Refunds may be processed through EFTPOS providing the original merchant receipt is obtained to ensure refund is to the correct card and the amount does not exceed the receipt.

## BPAY

The school will allow the use of BPAY as a form of payment for families and debtors. Each payer has a unique identification code, which will be used to identify the payer. Receipts are automatically generated in CASES21 for review and posting by finance staff. This method minimises errors.

# Red Cliffs Secondary College & FLO Connect Policy

## Third Party Revenue Collection

Third Party Revenue Collection Schools can engage a third party or product to facilitate electronic payments by way of credit and debit card transactions through a secure payment gateway. The school uses this form of revenue collection to increase the options and convenience provided to parents/debtors, as well as reducing the amount of cash handled and kept on school premises.

- COMPASS - This facility allows parents to make online payments for camps, excursion and or events posted on Compass. All payments are to be processed and reconciled to the school bank account daily and all relevant documentation is to be retained as per department guidelines for audit purposes.
- Centrelink – This facility allows parents to set up payment schedules to be deducted from their Centrelink payments. All payments are to be processed and reconciled to the school bank account daily and all relevant documentation is to be retained as per department guidelines for audit purposes.

## 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: [School Financial Guidelines](#)
- [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](#)
- [Archives and Records Management Advice for Schools.](#)

## REVIEW CYCLE AND EVALUATION

This policy was last updated on August 8<sup>th</sup>, 2022 and is scheduled for review in September 2023. It was ratified at College Council on August 10<sup>th</sup>, 2022.