

ELECTRONIC FUNDS MANAGEMENT POLICY



Keilor Heights Primary School



Help for non-English speakers

If you need help to understand the information in this policy, please contact Keilor Heights Primary School at keilor.heights.ps@education.vic.gov.au.

PURPOSE

The purpose of this policy is to set out how our school will manage electronic funds 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 Keilor Heights Primary School (KHPS) via the methods set out in this policy

DEFINITION

Keilor Heights Primary School defines Electronic Funds Management to include all receipts and payments processed electronically. This includes Internet Banking, BPAY, Eftpos and Direct Debit as well as Transfers between school bank accounts.

POLICY

KHPS 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

- KHPS School Council requires that all actions related to internet banking are consistent with The Department's [Schools Electronic Funds Management Guidelines](#).
- KHPS School Council approves the use of Commonwealth Bank (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.
- KHPS School Council will determine how refunds will be processed and any refunds processed through bank transfer (not allowed through the EFTPOS terminal) and will be recorded in a refund register.

- KHPS will undertake maintenance and upgrading of hardware and software as required.
- KHPS 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 KHPS will ensure all staff operating the merchant facility are aware of security requirements. At our school, this includes the terminal only being accessible to employees of KHPS administration.
- School Council minutes must record which staff are authorised to process transactions.
- No “Cash Out” will be permitted on any school EFTPOS facility.
- KHPS will not accept EFTPOS transactions via telephone or post.
- KHPS will not remit refunds via EFTPOS to parents.

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 (eg: Aware Superannuation, Finance Leases, etc) to debit payments from KHPS official bank account. KHPS is to have a pre-arranged amount of funds from the school’s official account on a pre-arranged date. Any such payment will be authorised as appropriate and required.
- KHPS will ensure adequate funds are available in the Official Account for the “sweep” of funds to the supplier.

Direct Deposit

- KHPS utilises a “two user authorisation of payments” banking package, (Commonwealth Bank) 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. Any changes to creditor bank account details must be independently verified with the supplier using known contact details prior to updating in CASES21.
- 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 Business Manager has access to statements and to upload batches for payment on Commbiz.
 - the identification of staff with authorisation/signatory responsibilities [e.g. 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
- alternative procedures for processing, using the direct deposit facility, for periods of Business Manager's and Principal leave of absence.

BPay

KHPS 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.

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](#)
- [School Certification checklist](#)
- [Information Security Policy](#)
- [Public Records Office Victoria](#)
- [Records Management — School Records](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Approved by	
Next scheduled review date	2027 (Every Year)

REVIEW CYCLE

This policy will be reviewed yearly.