



CLIFTON HILL PRIMARY SCHOOL EFTPOS POLICY 2020

RATIONALE:

The use of the EFTPOS allows Clifton Hill Primary School to increase the options and convenience provided to parents/debtors, as well as improving security by reducing the amount of cash handled and kept on school premises. EFTPOS provides the school with the ability to accept non-cash payments by way of credit and debit card transactions.

PURPOSE

Clifton Hill Primary School endorses the utilisation of an EFTPOS facility with the following procedures and practices in place:

- Staff authorised to process EFTPOS transactions will be minuted by School Council
- A register of all staff authorised to process EFTPOS transactions will be held at the General Office for audit purposes
- All customer information received via the telephone or sent via students will be destroyed immediately upon transaction being completed on EFTPOS machine

Staff using the merchant facility will be made fully aware of security requirements and processes put in place to minimise the opportunity for fraudulent behaviours

PRINCIPLES

- Only transactions for payment of school invoices such as family charges and sundry debtors will be processed. Cash will not be provided as part of the transaction.
- Documentation will be kept, confirming all transactions such as merchant copies of EFTPOS receipts, voided receipts, refunds, daily EFTPOS reconciliation reports, relevant CASES21 reports
- Refunds via the EFTPOS terminals are not permitted **however**, in exceptional circumstances and with the approval of the authorising officer, may be performed
- The Business Manager and/or Office Manager will be responsible for ensuring an EFTPOS 'Settlement' is performed on the terminal at the end of each day and that the settlement total matches correctly with CASES21 transactions
- The Business Manager will ensure that EFTPOS totals appearing on the Bank Statement match correctly with the Banking Batch report and EFTPOS settlement total
- EFTPOS terminals are connected via a telephone connection

Manual transactions

There may be instances when the EFTPOS facility will be off-line, for example when electronic communication with the bank is unavailable.

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In these instances only credit card transactions can be completed and only if as a matter of urgency.

It is suggested that during times of off-line breaks to EFTPOS facilities, customers are requested to delay payment until such time as the facility is restored to ensure correct internal controls.

Debit card transactions cannot be performed when the EFTPOS facility is off-line.

IMPLEMENTATION

- EFTPOS receipts will be run as a separate receipts batch that is updated at the end of each day. This option helps to reduce any errors in EFTPOS banking from a cash/cheque batch
- A settlement **must** be run on the EFTPOS terminal at the end of each day at the same time as the batch is updated
- The daily total of both the EFTPOS terminal settlement and the CASES21 batch report **MUST** match
- The Clifton Hill Primary School banking information batch must be updated and filed for reconciliation by the Business Manager
- On the Bank Reconciliation, the batch total for that date (less any refunds) should match the direct credit amount paid by the bank

The following information will be retained by school

- EFTPOS policy approved by School Council
- Register of approved school users
- Register of voided/refunded transactions
- Merchant copies of EFTPOS terminal receipts, voided/cancelled receipts and settlement documents
- Applicable CASES21 Reports
- Daily EFTPOS reconciliation reports and documentation in support of refunds and/or adjustments

REVIEW CYCLE

This policy was last approved by school council in September 2020 and is scheduled for review in September 2022.

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