

ARMADALE PRIMARY SCHOOL POLICY

SCHOOL No. 2634

Internet (Electronic) and EFTPOS Banking Policy 2016

Authorisation: This policy was adopted by the Armadale Primary School Council on 22nd March 2016
Recommended: By the Finance Sub Committee

Review Date: It is recommended that this policy is reviewed by the Finance Sub Committee in 2017.

1. PURPOSE

To outline procedures within Armadale Primary School for using Internet (Electronic) and EFTPOS Banking.

- 1.1 Internet (Electronic) Banking being defined as an online facility (via a website) which provides users with the ability to undertake various banking functions, such as checking account balances, transferring funds between accounts, Direct Debit/Credit and BPay.
- 1.2 Electronic Funds Transfer Point of Sale (EFTPOS) being defined as the ability to accept non-cash electronic payments by way of credit and debit card transactions.

2. OBJECTIVES

To ensure that minimum risks and maximum internal control procedures are followed when setting up and facilitating Internet and EFTPOS Banking within Armadale Primary School.

3. IMPLEMENTATION

The Principal and School Council Finance Committee will monitor:

- 3.1 Correct DEECD procedures of Accounting for payments and refunds (refer 4.1 and 4.3)
- 3.2 Fraud prevention measures (refer 4.3 and 4.4)
- 3.3 Information privacy in conjunction with the Armadale Primary School Privacy Policy (refer 4.6 and 4.8)
- 3.4 Approved security controls (refer 4.8 and 4.9)

4. MONITORING AND REPORTING RESPONSIBILITIES

Armadale Primary School will adhere to the following DEECD documents when setting up and administering Internet and EFTPOS banking:

- 4.1 Internal Control for Schools, January 2015
- 4.2 Schedule 1 of the Victorian Information Privacy Act 2000
- 4.3 Finance Business Process Guide , January 2015
- 4.4 Education Training and Reform Regulations 2007, Section 37
- 4.5 Armadale Primary School Privacy Policy
- 4.6 Schools Electronic Funds Management Guidelines, January 2015
- 4.7 Finance Manual for Victorian Government Schools , January 2015
(All documentation available online at:
www.education.vic.gov.au/management/financial/Cases21.htm,
www.education.vic.gov.au/management/governance/reference, www.armadaleps.vic.edu.au,

5. EVALUATION

In order to assess whether the policy has achieved the objectives set out in section '2. Objectives' the School Council will:

- 5.1 Review the DEECD Official Auditor's Report
Or (where no audit has been conducted)
- 5.2 The Principal and Business Manager in conjunction with the Finance Committee will review documentation and procedures used for Internet and EFTPOS banking by the end of Term 1.