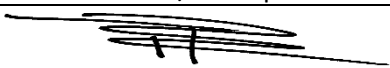




Broadford Secondary College

Electronic Funds Management Policy Policy and Procedures

Broadford Secondary College actively promotes the safety and wellbeing of all students.
All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including Child Safe Standards.

Date Implemented	March 2023
Author	Jodie Masters
Approved By	School Council/ Principal
Approval Authority (signature & date)	 18/03/2026
School Council Consultation	18/03/2026
Date Reviewed	February 2026
Responsible for Review	Business Manager
Review Date	March 2027
References	The Department's Policy and Advisory Library



Help for non-English speakers

If you need help to understand the information in this policy, please contact the college on 03 5784 1200.

EFTPOS

- The Principal of Broadford Secondary College will ensure all staff operating the merchant facility are aware of security requirements.
- School Council minutes must record which staff are authorised to process transactions.
- No "Cash Out" will be permitted on any school EFTPOS facility.

Direct Debit

- All direct debit agreements must be approved and signed by the 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 to a pre-arranged amount of funds from the school's official account on a pre-arranged date. Any such payments will be authorised as appropriate and required.
- Broadford Secondary College will ensure adequate funds are available in the Official Account for the "sweep" of funds to the supplier.

Direct Deposit

- Broadford Secondary College utilises a "two user authorisation of payments" banking package, 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.
- 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 identification of staff with administrative responsibilities, Business Manager & Finance Office have access to invoices, statements and the Business Manager will upload the batches to NAB Connect.
- the identification of staff with authorisation/signatory responsibilities (The Principal and Assistant Principal) for the authorisation of payments o the Business Manager must not have banking authorisation/signatory responsibilities other than for the transferring of funds between school bank accounts o the allocation and security of personal identification number (PIN) information or software authorisation tokens o the setting up of payee details in CASES21 o the authorisation of transfer of funds from the official account to payee accounts o alternative procedures for processing, using the direct deposit facility, for periods of Business Manager's and Principal leave of absence.

BPay

Broadford Secondary College, 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: o purchase orders o tax invoices/statements o payment vouchers o signed screen prints and payee details o relevant CASES21 reports etc.

This includes a requirement for the Principal to sign and date BPay transaction receipts attached to authorised payment vouchers.

COMMUNICATION

This policy will be communicated to our staff in the following ways:

- Included in staff induction processes for all staff who are involved in funds management.
- Included in staff handbook/manual for relevant staff

FURTHER INFORMATION AND RESOURCES

- Finance Manual for Victorian Government Schools o Section 3 Risk Management o Section 4 Internal Controls o Section 10 Receivables Management and Cash Handling
 - o Available from: Finance Manual — Financial Management for Schools
- Schools Electronic Funds Management Guidelines
- CASES21 Finance Business Process Guide
 - o Section 1: Families
- Internal Controls for Victorian Government Schools
- ICT Security Policy
- Public Records Office Victoria
- Records Management — School Records