# Kunyung Primary Schoolkuyung1

# Internet Banking Policy – Electronic Payment of Accounts – Official Account

**Rationale:**

* Enabling Kunyung Primary School to move forward in its processes by the use of more advanced technology and process in line with DET initiatives, whilst maintaining strict internal control.

**Aims:**

* To provide the facility for locally paid staff to be paid directly into their bank account therefore allowing them to access their funds immediately rather than waiting for a cheque to clear.
* To be able to pay those creditors who provide their banking details by direct credit rather than issuing cheques.
* To have the ability of reimbursing staff for school items that they have purchased from their own funds.
* To enable parents to make payments to the school using the CASES 21 Bpay facility

**Implementation:**

* The installation of the Commonwealth Bank’s CommBiz software to allow direct credit payments. CommBiz is the DET recommended software system with higher security features than Netbank.
* Set the appropriate parameters in Cases21 to allow the two software packages to ‘talk’ to each other.
* Collect bank details from locally paid staff and creditors as needed.
* Ensure that to meet standard internal control procedures that the Business Manager is NOT an Authoriser on CommBiz and that two School Council Signatories are required as authorisers for each CommBiz payment transaction.
* The Business Manager can be an Administrator on the CommBiz system and as such all Authorisers & Administrators are required to have CommBiz security tokens for a higher level of security on each transaction with a ‘one-time’ password.
* School Council to be kept informed of the costs involved with using CommBiz.
* All standard processes for payments in Cases21 are adhered to (schools purchase order →goods received & approved for payment with no back orders→tax invoice authorised→payment processed & exported to CommBiz or cheque payment). The same with local payroll.
* CommBiz is also able to be used to stop cheques at a reduced fee, will reduce the number of replacement cheques for staff that have lost them, reduce printing costs for cheques and reduce postage costs.
* Parents have the ability to make payments to the school via Bpay and using their unique CASES21 family identifier.

**DIRECT DEBIT**

* A direct debit facility allows an external source e.g.: a regular supplier to remove funds of a pre-arranged amount from our school’s official account on a pre-arranged date. Typical examples may include annual insurance premiums or monthly lease payments. Direct debit may also be used by suppliers to remove irregular amounts from the school as a result of pre-arranged agreements.
* The School Council requires all suppliers to provide tax invoice/statements to the school prior to direct debiting any funds from the school’s account.
* The school council requires a copy of the supplier’s terms and conditions the schools ability to vary the direct debit agreement.
* The principal, Assistant Principals and/or the appointed School Council representative are the only authorised signatory for a direct debit authority.

**DIRECT DEPOSIT FACILITY**

* This form of internet banking allows the school to pay funds directly into a person’s or businesses nominated bank accounts e.g.: creditors or local payroll employee. Whilst this facility is particularly convenient and cost effective, it has minimal security. Consequently, internal controls surrounding the process at the school are critical. Such controls include:-
* Proper authorisation and approval of both the initial setting up of account details and any subsequent transactions against the account(s). The principal and the previously mentioned School Council nominee only are authorised to use the security token associated with the CommBiz internet banking software.
* The proper segregation of duties at all times.
* The safe, secure and confidential storage of information and data, including the storage of PIN’s and security tokens in the school safe.
* Proper retention of all transactions relating to accounts such as purchase orders, tax invoices/statements, vouchers, payroll listings, signed or initialled screen prints and payee details, relevant CASES21 reports etc., including principal signed and dated internet transaction receipts attached to authorised payment vouchers.
* The retention of printed payment receipts that display all details of a payment so as to confirm payment details.
* Compliance with all bank imposed security measures, limits and requirements.
* The provision of printed documentation to the finance committee, School Council and auditors as required.
* That alternative procedures to using the Direct Deposit facility exist during periods when the business manager or the principal are absent for an extended period.

**BPAY**

* BPay is a secure banking product which identifies creditors by a unique code. Payments made by BPay are subject to the same requirements as for all transactions relating to accounts such as purchase orders, tax invoices/statements, vouchers, payroll listings, signed or initialled screen prints and payee details, relevant CASES21 reports etc., including principal signed and dated BPay transaction receipts attached to authorised payment vouchers.

**ELECTRONIC REVENUE**

**EFTPOS**

* The use of EFTPOS allows schools to increase the options and convenience provided to debtors and families as well as improves security by reducing cash kept on the premises.
* Transactions will only be accepted that match school invoice payments e.g. family charges, sundry debtors, trading operations payments etc.
* EFTPOS is used for payments only with no cash out facility.
* Staff authorised to process EFTPOS transactions should be minuted at School Council and their details entered onto a register.
* All EFTPOS transactions must be reconciled by the authorise officer with the CASES21 transactions on a ***daily basis*** using the EFTPOS daily settlement statement.
* A monthly reconciliation of all EFTPOS statements received must also be undertaken with the CASES21 transactions for the same month.
* No one person should have complete responsibility for the entire transaction process i.e. processing the EFTPOS transaction, receipting the monies into CASES21, or reconciling the bank with the receipts batch. Where segregation of duties is difficult due to a limited number of administrative staff, random checks based on the cash process may be performed.
* The Principal and Business Manager are the authorising officers of phone and refund transactions.
* Copies of EFTPOS receipts, void transactions, refunds and reconciliations will be kept with Financial Records of the school.

**BPAY**

* BPay payment service provides parents with the option to pay school accounts at any time via internet or telephone banking
* BPay automatically notifies the school through Cases21 when a payment has been made, these payments may take up to 48 hours to clear, the school will process and allocate the payment in a timely manner and print receipts of all BPay transactions
* Parents will have the option to choose BPay as a payment method when returning permission slips and statements. Parents will be requested to email the Business Manager to direct payment amounts to particular invoices. If payment is made less than 48 hours prior to the payment date for the activity parents are asked to provide a copy of the BPay receipt as proof of payment.

**DIRECT DEPOSIT**

* Direct Deposit is an electronic bill payment service providing parents with the option to pay school accounts according to an agreed payment plan with regular payments from a predetermined bank account. The school will accept payments through the Commonwealth Bank Internet banking system once parents have submitted a completed payment plan form. The school will allocate the payments to accounts in a timely manner.

**CENTERPAY**

* Centerpay is an option available to customers of Centrelink. Centrelink customers can authorise Centrelink to transfer funds to the school for the purpose of educational activities. Parents will notify the school at the commencement of a Centrepay plan of their instructions for the purpose of the funds. The school will allocate the payments to accounts in a timely manner.

### Evaluation

* School Council to review this policy and the use of the CommBiz software and Bpay for families annually.

**Ratified by School Council (date): March 2017**

**Year for Review March 2018**