



Alkira
Secondary College

Personalised learning for all. Respect for the individual learner.

15 Nurture Avenue, Cranbourne North 3977
PO Box 4314, Narre Warren South 3805
Victoria, Australia
Phone: 5991 3500 Fax: 5991 3599
Email: alkira.sc@edumail.vic.gov.au
Website: www.alkirasecondarycollege.com.au

EFTPOS POLICY

Rationale:

Effective Electronic Funds Transfer Point of Sale (EFTPOS) management provides the College with alternative means of collecting College education payments.

Aims:

To provide an alternative method for families/guardians to make payments to the college in accordance with Schedule 1 of the *Victorian Information Privacy Act 2000*.

Implementation:

- EFTPOS facility is to be provided by Commonwealth Bank of Australia.
- The Business Manager (or delegate) is authorised as approval officer of any phone or refund transactions.
- There is to be one terminal installed, located in the front office/reception.
- The Business Manager (or delegate) is authorised to enter manually card details as per Direct Debit Authorisation forms submitted for payment plans by families/guardians (refer Direct Debit agreement/policy).
- Moto receipting- when a parent / guardian gives transaction authorisation over the phone, the following details must be obtained on the pink form and is to be used only on one occasion: Student Name; Home group; Cardholders Name; Card Number; Card Type; Expiry Date; Security Code; Transaction Date; Description of Transaction.
- Merchant copies of EFTPOS receipts are to have the batch number, student name, details of the payment written on the reverse of the receipt.
- A separate receipt batch (not containing cash or cheque transactions) for EFTPOS receipts will be maintained and updated at the end of each day.
- Settlement on the EFTPOS terminal will be performed at the end of each day and reconciled against the corresponding batch. The terminal and batch will match (unless adjustments have been made due to a refund).
- Envelopes with the Week Commencing date relevant to the Monday of each school week is to be created, merchant copies of EFTPOS receipts, voided/cancelled receipts are to be stapled together and placed in the envelope and filed in the fire proof safe. At the end of each school year envelopes will be archived as per Department archive guidelines.

- Settlement totals are to be printed from the terminal at the end of each day, stapled to the corresponding batch audit trail and filed in the Batch Folder located in the Business Managers office.
- Offline transactions are not permissible.
- Minimum EFTPOS payment amount is \$5.00.
- Refunds for payments must be requested in writing.
- There is no withdrawal facility.

Resources:

- Schedule 1 of the Victorian Information Privacy Act 2000
- Internal Control for Schools, accessed at <http://www.education.vic.gov.au/management/financial> for information regarding internal control measures applicable to receipting.
- Finance Manual for Victorian Government Schools V6.1 Section 15. Receipting and Banking
- Schools Electronic Funds Management Guidelines
- Relevant EFTPOS facility user guide.

Evaluation:

- This policy will be reviewed as part of the College's three-year review cycle.

This policy was last ratified by School Council in **June 2016**