



Warragul North Primary School **E.F.T.P.O.S.** Policy

1.0 Rationale:

Schools are able to accept and provide alternative payment methods to cash or cheque by utilising Electronic Funds Transfer Point of Sale (EFTPOS) facilities.

EFTPOS provides schools with the ability to accept non-cash electronic payments by way of credit and debit card transactions.

Use of EFTPOS allows schools to increase the options and convenience provided to parents/debtors, as well as improves security by reducing the amount of cash handled and kept on school premises.

2.0 Aims:

To ensure that staff operating the merchant facility are made fully aware of security requirements, and that all data obtained through processing EFTPOS transactions remains safe from fraud and in accordance with *Schedule 1 of the Victorian Information Privacy Act 2000*.

3.0 Implementation:

- 3.1 One EFTPOS machine to be located and secured in general office.
- 3.2 Documentation is to be kept by Warragul North Primary School (WNPS) confirming all transactions such as merchant copies of EFTPOS receipts, voided receipts, refunds, daily EFTPOS reconciliation reports, authorisation details, relevant Department of Education and Training (DET) administration system (CASES21) reports
- 3.3 Only office administration staff permitted to operate EFTPOS facility as approved by School Council Phone transactions approved by school council.
- 3.4 Daily EFTPOS settlement statements are to be processed by accounts receivable staff and reconciled by the Business Manager, with CASES21 transactions, thereby maintaining segregation of duties to ensure the security, accuracy and legitimacy of transactions.
- 3.5 Transactions which provide 'cash' to the customer as part of the transaction are prohibited.
- 3.6 Receipts to be entered onto CASES21 at the time the EFTPOS transaction is processed and original receipts (EFTPOS and CASES21) issued. In circumstances where this is not possible for practical reasons, a manual school receipt can be issued at the time, with the CASES21 receipt forwarded when it is entered into the system. An authorised officer will reconcile all manual receipts to CASES21 to ensure all funds received by WNPS are received.
- 3.7 Refunds to be administered via cheque or credited to the account of the card holder only.

Evaluation:

This policy will be reviewed by School Council annually.

This policy was ratified by School Council on:	21st June, 2011
This policy was amended by School Council on:	16th May, 2012
This policy was reviewed without amendment by School Council on:	16th May, 2013
This policy was amended by School Council on:	20th May, 2014
This policy was amended by School Council on:	19th May, 2015
This policy was amended by School Council on:	17th May, 2016
This policy was amended by School Council on:	20th June, 2017
This policy was amended by School Council on:	15th May, 2018
This policy was reviewed without amendment by School Council on:	21st May, 2019
This policy was amended by School Council on:	16th June, 2020