



1. RATIONALE

Eftpos Banking provides parents and staff with alternative payment methods to cash or cheque while allowing the school to improve security by reducing the amount of cash handled and kept on school premises.

2. AIMS

- To provide enhanced risk control and security over transactions
- To provide clear documentation of processes
- To provide enhanced services to parents and debtors

3. IMPLEMENTATION

- All transactions must be processed securely to ensure all data obtained remains safe from fraud.
- Documentation must be kept by the school confirming all transactions such as merchant copies of EFTPOS receipts, voided receipts, authorisation details, relevant CASES21 reports.
- Monthly EFTPOS statements received from the school's financial institution must be reconciled with CASES21 transaction records.
- The school will only process transactions to accept school invoice payments i.e. family charges, sundry debtors, trading operation payments, etc and will not undertake transactions which provide 'cash' to the customer as part of the transaction.
- Debit cards require the person to be present at point of sale.
- When processing a credit card transaction that requires the entry of a PIN, customers must be able to enter their PIN without risk of disclosure, and the PIN should never be recorded by the school.
- In the event of an incorrect transaction being processed, the school should attempt to "void" the transaction via the EFTPOS terminal on the same day as the original transaction.
- Refunds for payments will be handled by either Direct Credit or the issuing of a cheque following approval by the Principal.

4. REVIEW CYCLE

- Procedures should be reviewed annually to confirm/enhance internal control.
- Regular revision of associated costs should be undertaken by the finance committee.

RATIFIED by School Council – RATIFIED by School Council – March 2023

REVIEW ANNUALLY