



## **POLICY 16**

# *Electronic funds transfer at point of sale*

### **PURPOSE:**

- Use of EFTPOS allows the school 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. However, restrictions need to be implemented to minimise the risk of fraud via electronic funds.

### **IMPLEMENTATION:**

- One mobile terminal will be installed in the administration office. This terminal is portable to a distance of 500 metres and will be stored in the safe during holiday periods.

### **FRAUD PREVENTION AND SECURITY CONTROLS:**

- There is a bank imposed restriction on the “Cash Out” function of the EFTPOS facility, effectively disabling this function.
- Phone Transactions will not be permitted – all EFTPOS transactions will take place in person or via signed consent and entered by an authorised staff member on MOTO.
- EFTPOS refunds will not be permitted – if an overpayment is made through the EFTPOS facility all refunds will be issued via cheque.
- The Business Manager has been allocated with a Personal Identification Number (PIN) to enable the EFTPOS terminal to be settled and other reports to be printed from the machine. This PIN will be stored in a secure location and safeguarded.
- To minimise the potential for fraud the EFTPOS terminal will be connected to the bank via phone connection and not via the internet.
- Should the EFTPOS facility be “off-line” for any reason, the school will not process manual transactions. Alternative methods of payment will be offered in these circumstances.
- If the EFTPOS terminal is being used elsewhere in the school, it is not to be left unattended if not in use but is to be returned to the administration office.
- All transactions with card will include a check that the card does not appear to have been tampered with and that it has not expired.
- All transactions using MOTO will be authorised by the parent / guardian on the written consent. Credit card details will be destroyed after the excursion takes place.

### **INFORMATION PRIVACY:**

- The school and all staff involved with the EFTPOS facility will treat all acquired and retained EFTPOS customer information in accordance with the *Victorian Privacy Act 2000*.

### **AUTHORISED PERSONNEL:**

- The Business Manager and Principal are authorised to process payments through the EFTPOS facility.
- All staff operating the EFTPOS facility will be made aware of the security requirements and the need to protect data from fraud.
- Authorised Personnel will be entered on an EFTPOS Register which will include their name and the functions they are permitted to perform.

## **RECONCILIATION OF FACILITY:**

- Receipts will be entered onto CASES21 by the Business Manager and both EFTPOS and CASES 21 receipts will be issued to the customer. Merchant copies will be retained for audit purposes.
- The Business Manager will reconcile the EFTPOS settlement statements with CASES 21 transaction records on a regular basis (minimum weekly). These statements will be retained for audit purposes.
- The Business Manager will reconcile the monthly EFTPOS statements received from the school's financial institution with CASES 21 records.
- Authorised Personnel will be entered on an EFTPOS Register which will include their name and the functions they are permitted to perform.
- Authorised Personnel will familiarise themselves with the EFTPOS facility's functionality and User Guide provided by the school's financial institution.

## **Communication of Policies**

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## **REFERENCE/RELATED POLICY:**

### **EVALUATION:**

This policy will be reviewed;

- as part of the school's three year review cycle.

**This policy was ratified by School Council on 11.8.21**