



College council will review this policy annually

Date approved: March 2018

Date of next review: March 2019

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.

The Principal will be responsible for ensuring that staff operating the merchant facility is made fully aware of security requirements, and that all data obtained through processing EFTPOS transactions remains safe from fraud. Staff authorised to process transactions are the Accounts Receivable Staff, and the Business Manager.

The introduction of EFTPOS as a means of collecting funds will require schools to acquire and retain customer information. Schools must do so in accordance with Schedule 1 of the Victorian Information Privacy Act 2000. Doncaster Secondary College is approved by the CBA bank as an authorised mail/phone merchant.

- The internal controls that are followed in relation to EFTPOS at Doncaster Secondary College include:
- The Business Manager is the authorising officer for approval of phone and refund transactions.
- There is one terminal installed which is located at the Accounts Receivable desk.
- Documentation is kept by the school confirming all transactions such as merchant copies of EFTPOS receipts, voided receipts, refunds, daily EFTPOS reconciliation reports, authorisation details, relevant CASES21 reports.
- The appropriate segregation of duties is applied to ensure and maintain the security, accuracy and legitimacy of transactions.
- Reconciliation of EFTPOS statement received from the school's financial institution with CASES21 transaction records is done monthly.
- Reconciliation of EFTPOS settlement statements with CASES21 transaction is done daily.
- Transactions on credit cards can be accepted via telephone, online, post or at the point of sale.
- Transactions on debit cards require the cardholder to be present at the point of sale.
- Identification of the cardholder will be established for phone transactions by:
 - Cardholders name;
 - Card number, expiry date;
 - Transaction date;
 - Query number on back;
 - Student name and ID number;
 - Name of staff member processing the transaction;
 - Invoice details.