Rationale:
The use of Eftpos allows schools to increase the payment options provided to parents/debtors as well as improve security by reducing the amount of cash handled and kept on school premises.

Goals:
- To comply with all DET Eftpos guideline and audit requirements.
- To maintain stringent internal controls over banking procedures.
- To increase the ease in which parent / debtors can access payment method.
- To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of Maryborough Education Centre.

Implementation and Guidelines:
- School Council will approve the use of an Eftpos facility in the Centre.
- Transaction charges will be paid for by the Centre as an administration cost.
- Eftpos machines will be kept in a secure environment in the school's Office to limit the access to non authorised users. The Eftpos machine will be connected to the bank via phone line and not through the internet.
- Staff roles authorised to process transactions on Eftpos facilities will be minuted through School Council and authorised individual staff names to be listed in an Eftpos register.
- Staff members authorised to use the Eftpos machines will have the policy made available to them and be sufficiently trained in the operation of the machines.
- All Eftpos transactions will be processed through the DET's Finance program CASES21.
- All Eftpos documentation e.g. Merchant copies of Eftpos receipts, voided refunds, Eftpos reports and refund authorisation will be kept for audit purposes for the required seven years.
- Eftpos transactions will be reconciled against CASES21 reports by Accounts Receivable Officer as part of their banking procedures and be cross checked by the Executive Assistant as part of the end of the month procedures.
- All information gained from Eftpos transactions will only be used for its intended purpose in accordance with the Victorian Information Privacy Act 2000.
- The Business Manager will be delegated authority to authorise Accounts Receivable Officer to perform Eftpos refund transactions in the event of a processing error.
- Maryborough Education Centre will adhere to all guidelines and protocols set down by the Department of Education and Training (DET) in regard to the operation of Eftpos facilities, most notably the Schools Electronic Funds Management Guidelines (January 2015) and the Eftpos Receipting and Internal Control for Schools guidelines.
This policy will be reviewed as part of the school's annual review cycle.

Signed:

Paul Rumpff
School Council President

EFTPOS REGISTER OF AUTHORISED USERS 2018
As per EFTPOS Policy

Shelleen Solomano  Accounts Receivable Officer
Narelle Bennett    Administration Manager
Jenny Bucknall     Executive Assistant
Leanne Collicoat  Enrolment Officer
Tracey Smith      Business Manager

Tabled at School Council on Wednesday 28th February 2018