

Rationale:

Romsey Primary School will accept alternative payment methods to cash or cheque by utilising Electronic Funds Transfer Point of Sale (EFTPOS) facilities for its school community.

Aims:

- EFTPOS provides Romsey Primary School with the ability to accept non-cash electronic payments by way of credit and debit card transactions.
- The Principal will be responsible for ensuring 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. Staff authorised to process transactions will be minuted at School Council and entered into a Register.
- The introduction of EFTPOS as a means of collecting funds will require Romsey Primary School to acquire and retain customer information. Romsey Primary School must do so in accordance with *Schedule 1* of the *Victorian Information Privacy Act 2000*.

Guidelines:

EFTPOS Terminal

- The EFTPOS terminal is located in a secure location which will allow for no unauthorised usage, and ensure privacy for PIN transactions. Appropriate procedures will be implemented to ensure the security of the terminal during operation and when not in use.
- The EFTPOS terminal is not portable and can only be used in the School office

Phone/Mail EFTPOS Transactions

- Only transactions on credit cards can be accepted via telephone or post; transactions on debit cards require the cardholder to be present at the point of sale.
- Romsey Primary School will use the school's money envelope to obtain the information required to process an EFTPOS transaction such as:
 - Cardholder's name;
 - Card number and expiry date;
 - Transaction date;
 - Identification method and details; and
 - Invoice details.
- The pro-forma will be filed in a secure location with restricted access. Both an EFTPOS and school receipt should be forwarded to the cardholder as their record of the transaction.

Processing Transactions

Romsey Primary School will only process transactions to accept school invoice payments e.g. family charges, trading operation payments etc. Romsey Primary School is not to undertake transactions which provide 'cash' to the customer as part of the transaction. The school should always print both the merchant and customer copies of the receipt for both credit and debit card transactions, and retain the merchant copy for audit purposes.

Banking

- A Settlement must be run on the EFTPOS terminal at the end of each day The Settlement on the terminal is also performed at the same time as the batch is updated. The daily total on each should match.
- On the Bank Reconciliation, the batch total for that date should match the direct credit amount paid by the bank.
- Using this option provides Romsey Primary School with clear and current information regarding EFTPOS transactions in case of any enquiries. It is also an effective internal control measure reducing the risks of fraud or misappropriation of funds.

Specifics

Romsey Primary School should retain the following information in relation to use of an EFTPOS facility:

- Minutes of School Council meeting approving the use of the facility
- EFTPOS policy approved by School Council
- Register of approved school users
- Proforma/documents containing transaction details
- Merchant copies of EFTPOS terminal receipts and settlement documents
- Applicable CASES21 reports
- Daily EFTPOS reconciliation reports and documentation in support of refunds and/or adjustments.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

Date Ratified by School Council: 12th October 2016

Review Date: October 2019