



# Kingsley Park Primary School Electronic Funds Management Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 9789 0077 or via email at [kingsley.park.ps@education.vic.gov.au](mailto:kingsley.park.ps@education.vic.gov.au).

## Purpose

The purpose of this policy is to set out how our school will manage electronic funds in accordance with applicable Department of Education and Training policy and law.

## Scope

This policy applies to:

- all staff/responsible persons involved in management of funds transacted electronically
- all transactions carried out by Kingsley Park Primary School via the methods set out in this policy

## Policy

Kingsley Park Primary School has developed this policy consistently with the [Schools Electronic Funds Management Guidelines](#) and [Section 4 Internal Controls](#) of the Finance Manual for Victorian Government schools.

## Implementation

- Kingsley Park Primary School School Council requires that all actions related to internet banking are consistent with The Department's [Schools Electronic Funds Management Guidelines](#).
- Kingsley Park Primary School School Council approves the use of Combiz as the approved software for all internet banking activities as individual authority and security tokens are required.
- All payments through internet banking software must be consistent with Department requirements and must be authorised by the Principal and one other member of School Council nominated by the School Council.
- Kingsley Park Primary School School Council will determine how refunds will be processed and any refunds processed through the EFTPOS terminal [if permitted by the school] will be recorded in a refund register.
- Kingsley Park Primary School will undertake maintenance and upgrading of hardware and

software as required.

- Kingsley Park Primary School will ensure proper retention/disposal of all transaction records relating to accounts such as purchase orders, tax invoices/statements, vouchers, payroll listings and relevant CASES21 reports.

### QKR!

Parents are encouraged to make all their payments using QKR!, an application powered by Mastercard. Parents have access to every charge as they appear in their CASES21 statement and can choose what charge to pay and they can also change the amount of transactions. Receipts from QKR! are stored permanently in their phone within the application. Transactions are imported the day after in an Excel table.

### EFTPOS

- The Principal of Kingsley Park Primary School will ensure all staff operating the merchant facility are aware of security requirements. At our school, this includes: ensuring the merchant facility is locked away in the strong room each day in the charging cabinet.
- School Council minutes must record which staff are authorised to process transactions.
- No "Cash Out" will be permitted on any school EFTPOS facility.
- Kingsley Park Primary School will not accept EFTPOS transactions via telephone or post.
- Kingsley Park Primary School (School Council has approved a minimum refund amount of \$10 and a maximum refund amount of \$200.)

### Direct Debit

- All direct debit agreements must be approved and signed by School Council prior to implementation.
- The School Council requires all suppliers to provide tax invoices/statements to the school prior to direct debiting any funds from the school's account
- A direct debit facility allows an external source e.g. VicSuper. to a pre-arranged amount of funds from the school's official account on a pre-arranged date. Any such payments will be authorised as appropriate and required.
- Kingsley Park Primary School will ensure adequate funds are available in the Official Account for the "sweep" of funds to the supplier.

### BPay

Kingsley Park Primary School School Council will approve in writing the School Council's decision for the utilisation of BPAY.

Payments made by BPay are subject to the same requirements as for all transactions relating to accounts such as:

- purchase orders
- tax invoices/statements
- payment vouchers

- signed screen prints and payee details
- relevant CASES21 reports etc.

This includes a requirement for the Principal to sign and date BPay transaction receipts attached to authorised payment vouchers.

## COMMUNICATION

This policy will be communicated to our staff in the following ways:

- Included in staff induction processes for all staff who are involved in funds management
- Included in staff handbook/manual for relevant staff
- Shared with the Finance Sub Committee and School Council when reviewed.

## Further Information and Resources

- Finance Manual for Victorian Government Schools
  - [Section 3 Risk Management](#)
  - [Section 4 Internal Controls](#)
  - [Section 10 Receivables Management and Cash Handling](#)

Available from: [Finance Manual — Financial Management for Schools](#)

- [Schools Electronic Funds Management Guidelines](#)
- CASES21 Finance Business Process Guide
  - [Section 1: Families](#)
- [School Certification checklist](#)
- [Information Security Policy](#)
- [Public Records Office Victoria](#)
- [Records Management — School Records](#)

## POLICY REVIEW AND APPROVAL

|                            |  |
|----------------------------|--|
| Policy last reviewed       | February 2026  |
| Approved by                | Finance Sub Committee / School Council / Principal   |
| Next scheduled review date | February 2027 – noting that the recommended minimum review cycle for this policy is 1 year |