Mansfield Primary School
EFTPOS Receipting Policy

BASIC BELIEF

Schools are able to accept and provide alternative payment methods to cash or cheque by utilising Electronic Funds Transfer Point of Sale (EFTPOS) facilities. Mansfield Primary School Council and the Administration and Finance Committee of School Council approve the use of this method of receipting.

IMPLEMENTATION

- Appropriate Internal Controls will be followed as directed by the DEECD Internal Controls for Schools document regarding internal control measures applicable to receipting.
- The School will have one terminal which is to be located in the general office.
- Documentation of all transactions such as merchant copies of EFTPOS receipts, voided receipts, daily EFTPOS reconciliation reports and authorisation details will be maintained.
- The School will not refund through the EFTPOS user.
- Should a refund be required it will be made by cheque following confirmation the funds have been credited to the School’s Official Account.
- EFTPOS transactions will be reconciled as part of the weekly reconciliation regime.
- The School will perform a settlement (EFTPOS transactions are closed off for the day and a total is determined) daily at 4.30pm.
- EFTPOS transactions (direct debits from clients) will only be accepted when requested in person or by written instruction. Transactions may be conducted via telephone request by office staff.
- CASES21 receipts will be entered at the time the EFTPOS transaction is processed and both original receipts (EFTPOS and CASES21) issued. Merchant copy receipts will be retained and filed with the relevant receipt batch for audit purposes.
- Debit card transaction must not be performed when the EFTPOS facility is off-line.

This policy was ratified by the Mansfield Primary School Council on – 18/02/2013

Review Date: 2014.