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## **BPAY POLICY**

### **Rationale:**

BPay is an electronic bill payment service providing families with the option of paying their school payments at any time, day or night, on any day of the year via internet banking.

A BPay Management Policy is a requirement of DEECD as part of Internal Control procedures. It aims to give clear guidelines to the school community, Principal, Business Manager and School Council as to how BPay will be carried out at Creswick North Primary School.

### **Aims:**

- Ability to provide an alternative payment method to parents
- Provide an ability to accept non cash electronic payments by BPay transactions
- Increase the options and convenience provided to parents for payments
- Improve security by reducing the amount of cash handled and kept on school premises.

### **Implementation:**

- Proper authorisation and approval by School Council for the initial setting up of the facility.
- The Business Manager is to set up the facility using DEECD guidelines in the CASES21 Finance Process Guide.
- The BPay logo will appear on all family statements and each family will have their own unique Biller Code with the school number as the prefix.
- Parents will have the option to state against which charge the BPay amount is to be allocated. If no advice is received from the parent, the amount will be allocated to the oldest outstanding charge or current charge depending on the urgency of the outstanding amount.
- The Business Manager will print the unprocessed BPay Receipts report on a daily basis. These amounts will then be processed by the Business Manager thus ensuring the proper segregation of duties.
- Documentation to be kept confirming all transactions such as CASES21 copies of BPay receipts, daily BPay reconciliation reports, authorisation details and relevant CASES21 reports.
- Reconciliation of daily BPay reports received from CASES21 with bank statements.

A receipt will be issued to families when the BPay transaction has been processed by DEECD and received in the Creswick North Primary School Official Account.

### **Evaluation:**

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

### **Certification:**

This policy was endorsed by School Council at the meeting held on 24 June 2015

*Signed*:.....  
*Principal*

*Signed*.....  
*School Council President*