

EFTPOS Policy



MONMIA PRIMARY SCHOOL
- Learn and Achieve -

This policy was last ratified by School Council in: September 2025



Help for Non-English Speakers

If you need help to understand the information in this policy, please contact the school office on 9364-1007.

Rationale	Schools can accept and provide alternative payment methods to cash by utilising Electronic Funds Transfer Point of Sale (EFTPOS) facilities. EFTPOS provides schools with the ability to accept non-cash electronic payments by way of credit and debit card transactions. The school currently has the provision of an EFTPOS facility established through the Commonwealth Bank. The use of EFTPOS allows schools to increase the options and convenience provided to parents/debtors, as well as improving security by reducing the amount of cash handled and kept on school premises.
Aim	• Ensure School Council is meeting requirements in relation to security over EFTPOS transactions to minimise any risk of fraud.
Implementation	• A register of EFTPOS users and the EFTPOS functions they are able to perform will be held in the office • EFTPOS transactions via telephone will not be accepted as signatures cannot be verified • The school can decide whether it is financially viable to offer EFTPOS facilities for certain activities • The school will at present NOT process any refunds via EFTPOS • Settlement statements will be reconciled daily with CASES21 transactions. All supporting documentation for these transactions including authorisation details will be kept with these reports • Duties will be segregated to ensure and maintain the security & accuracy of transactions
Communication	This policy will be communicated to our school community in the following ways: • Available publicly on our school's website • Discussed at Finance Sub Committee meetings • Presented to School Council • Hard copy available from school administration upon request
Evaluation	The program leaders will review this policy annually.
Policy Last Reviewed	September 2025
Consultation	Finance Sub Committee, School Council and Principal

Approved By	School Council 2025
Next Scheduled Review Date	2026