



## EFTPOS & QKR! Policy 2024

### Rationale

Jacana School for Autism offers parents a choice of payment methods. This includes the use of EFTPOS or online payment Qkr! using credit cards or debit cards.

### Aim

The use of EFTPOS or Qkr! allows the school to increase the options and convenience provided to parents as well as improving security by reducing the amount of cash handled and kept on school premises.

### Implementation and Resources

The EFTPOS service will be provided by the Commonwealth Bank of Australia and:

- The EFTPOS terminal will be in the General Office and pin protected.
- Credit cards recognised by the Commonwealth Bank will be accepted. The school does not accept American Express.
- Debit transactions will be accepted in person.
- The “cash out” facility **will not be** available.
- Payment by telephone or through the provision of card details and number on a signed credit card authority form will be accepted. After details have been processed everything but the last 4 digits of the credit card will be blanked out
- Credit card authority forms will be filed in a secure location with restricted access.
- EFTPOS and C21 receipts will be forwarded to the cardholder as their record.
- Costs related to an investigation of mischarging will be borne by the cardholder.
- Staff authorised to perform transactions on the EFTPOS machine will be maintained on an up-to-date register approved by School Council (Appendix 1):
- The EFTPOS operator will ensure that the card has not expired and the name on the card is free from alteration.
- Incorrect transactions entered prior to receipting on C21 are to be refunded via the EFTPOS terminal following completion of the appropriate pro-forma signed by the Principal or other SC signatory with explanation for refund.
- EFTPOS transactions processed and receipted on C21 and found to be incorrect or in excess of that which should have been receipted are to be refunded from C21 and accompanied by appropriate pro-forma signed by Principal or other SC signatory and explanation of reason.
- Refunds of EFTPOS transactions receipted on C21 are not to be performed until funds have been cleared into the Official Account
- No manual EFTPOS transactions will be performed.

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- EFTPOS transactions will be receipted into C21 in a separate batch from cash to facilitate clear reconciliation.
- EFTPOS machine will be reconciled daily with C21 receipt batch, and a settlement run.

The Qkr! MasterCard will provide service.

- Qkr! is accessed online via their website or on your Android phone or iPhone using their free app.
- Credit cards recognised by the school will be accepted. The school does not accept American Express
- Refunds can be organised directly via Qkr! if the item purchased allows refunds.
  - i.e. school fees do not accept refunds via Qkr!
  - i.e. Canteen orders do accept refunds via Qkr!
- Receipts will not be issued for Qkr! payments. A copy of your receipt can be found in the Qkr! app under the 'ACTIVITY' tab.
- Qkr! transactions will be receipted into C21 in a separate batch from cash transactions and EFTPOS to facilitate clear reconciliation.
- Qkr! transactions will be reconciled daily with C21 receipt batch and Bank Statement.

#### Appendix 1:

2024 EFTPOS & QKR! Authorised Personnel Register
Michelle McMaster
Shirley Wain
Frances Hansen
Julie Dojcsak
Kay Vlachopoulos

#### References

[Policy and Advisory Library | education.vic.gov.au](https://www.education.vic.gov.au)

Finance Manual-Financial Management for Schools

Education and Training Reform Act 2006

Education and Training Reform Regulations 2017 Section 45 (1)

#### Evaluation

This policy will be reviewed as part of the one-year policy review cycle and/or in line with DET policies and guidelines.

<b>Ratified By JSA School Council:</b>	21 March 2024
<b>Review Date:</b>	March 2025

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