



Warrnambool West  
Primary School

GREAT SCHOOL | GREAT COMMUNITY | GREAT FUTURE

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# BPAY

## POLICY

### 1. 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 DET 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 Warrnambool West Primary School

### 2. PURPOSE

- 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.

### 3. 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 DET 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.
- 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 DET and received in the Warrnambool West Primary School Official Account.

### 3. EVALUATION

This Policy will be reviewed as part of the School's ANNUAL review Cycle.

**DEFINITIONS: BPAY : A BILL PAYMENTS SYSTEM USED IN AUSTRALIA**

**REFERENCES: CASES21 FINANCE PROCESS GUIDE**

This policy was last ratified by School Council in...

**February 2018**