

TERANG COLLEGE

FINANCIAL

POLICY (Operations)

1. RATIONALE

- 1.1. College Council have responsibility:
 - 1.1.1. for monitoring College funds and deciding if there is an opportunity to invest surplus funds to generate interest revenue for the College.
 - 1.1.2. and its commitment to ensuring cash handling practices are consistent and transparent.
 - 1.1.3. to set out how the College will manage electronic funds.
 - 1.1.4. to utilise financial payment options including the Department of Education and Training's purchasing card facilities.

2. AIM

College Council will aim to manage its funds to ensure:

- 2.1. compliance with all Departmental directives and instructions.
- 2.2. the monetary needs of the College are capable of being met within the maturity profiles of its various investments.
- 2.3. the maintenance of investment strategies to meet future initiatives, whilst retaining access to cash reserves to meet unforeseen contingencies and staffing shortfalls.
- 2.4. secure procedures and internal controls occur for electronic funds, banking, cash handling, eftpos and purchase card transactions.

3. IMPLEMENTATION

- 3.1. Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and Government Ministerial Orders and Acts.
- 3.2. All accounts will be included in the CASES21 financial system and the procedures for properly maintaining the accounts will be completed in accordance with DET policy and:
 - 3.2.1. no direct deposits are to occur into investment accounts except for interest earned on these accounts.
 - 3.2.2. all monies will be receipted through the Official Account.
 - 3.2.3. receipted money will be kept in a controlled access safe or cash drawer during the day and locked in a secure safe overnight.
 - 3.2.4. Money collected away from the general office are handed to the office on the day.
 - 3.2.5. Fundraising money will be managed by two people where the money is collected.
 - 3.2.6. Banking discrepancies will be reported to the business manager who will make document findings, make adjustments and advise the Principal.
- 3.3. In maximising the funds available for investment, it is essential to:
 - 3.3.1. monitor the program budgets and commitments to determine cash required in any given period.
 - 3.3.2. ensure bank account balance will not be overdrawn.
 - 3.3.3. make use of the High Yield account – College Council delegates authority to the Principal and Business Manager for the transferring of money between the Official Account and High Yield Account.
- 3.4. College Council can elect to operate investment accounts in addition to the HYIA, but approval must include:
 - 3.4.1. the amount of funds to be invested.
 - 3.4.2. the terms of the investment.
 - 3.4.3. the type of investment meet the DET policy guidelines.
 - 3.4.4. the total of investment with any financial institutions will not exceed the Government Guaranteed amount.
- 3.5. Approval signatures for all College Purchase Orders be as follows:
 - 3.5.1. Principal & Assistant Principal – unlimited but College Council must approve purchases over \$15,000 prior.
 - 3.5.2. Business Manager – up to \$5000
- 3.6. Internet Banking will be achieved by implementing the following strategies:
 - 3.6.1. Payment of invoices may be paid using the link between Cases21 and the software provided by the bank of the College Official Account.

- 3.6.2. All payments processed through internet banking software must be authorised as per signatories of 3.7.
- 3.6.3. The authorising officers are responsible for ensuring internal control procedures are followed in accordance with DET guidelines.
- 3.6.4. The Business Manager may not authorise any payment even if they are an elected member of College Council.
- 3.7. The use of a College Purchasing Card is approved with the following conditions:
 - 3.7.1. The defined credit limit of \$5000 per card may not be exceeded.
 - 3.7.2. All purchases must be for College purpose.
 - 3.7.3. No cash advances to be processed.
 - 3.7.4. Card holder details to be minuted by College Council
 - 3.7.5. Card holder must complete an 'Undertaking by the Cardholder' form.
 - 3.7.6. Transaction documentation must be attached to the monthly statement.
 - 3.7.7. The cards must not be linked to any rewards program.
- 3.8. Eftpos Facilities be provided to enable payments for College related charges under the following conditions:
 - 3.8.1. The terminal/s be located in a secure location which allows for no unauthorised usage and ensures privacy for PIN transactions.
 - 3.8.2. The Principal and administration staff are the only authorised and approved users.
 - 3.8.3. Two copies of the Eftpos receipt are to be printed – one for cardholder and one merchant copy retained for audit purposes.
 - 3.8.4. CASES21 generated receipt be issued to the cardholder.
 - 3.8.5. The transaction is to be receipted in a Eftpos Only Receipt Batch on CASES21 which will be processed at the same time as daily settlement.
 - 3.8.6. Daily settlement must be processed on the machine ensuring the balance matches the Eftpos batch.
 - 3.8.7. Supporting documentation for all transactions of value be attached to the CASES21 generated Bank Deposit and retained for audit purposes.
 - 3.8.8. Cash transactions are not to be processed.
 - 3.8.9. When the system is offline or unavailable, a manual card reader will be used for credit card transactions only.
 - 3.8.10. Refunds are not to be processed using the Eftpos facility but must be processed as a cheque payment processed in CASES21.
- 3.9. PayPal account can be created with the following conditions:
 - 3.9.1. The credit limit not exceed \$2000.
 - 3.9.2. All purchases must be for College purpose.
 - 3.9.3. Transaction paperwork must be attached to the payment documentation.
 - 3.9.4. Ordering approvals as outlined in 3.4 of this policy must be followed.
 - 3.9.5. Transaction processing must be completed by the Principal or a delegate approved by the Principal.
- 3.10. All financial documentation must be retained as outlined in the DET policy.
- 3.11. Procedures will be implemented to safeguard and protect the staff involved in receipting and collection of monies and minimise the risks associated with cash handling.
- 3.12. Account signatories to be principal and one of either treasurer, president, assistant principal or vice president.
- 3.13. All accounts are audited in accordance with DET requirements and regulations.

4. EVALUATION

- 4.1. This document is to be reviewed annually as part of the College's policy review cycle

Approved by College Council on 20/08/2018