



WERRIBEE SECONDARY COLLEGE

B-PAY POLICY

Status: APPROVED

Date: 04/21

Review by: 04/24

Author:

WERRIBEE SECONDARY COLLEGE
DEPARTMENT OF EDUCATION AND TRAINING



WERRIBEE SECONDARY COLLEGE

GUIDING STATEMENT

Our Motto

Live worthily.

Our Vision

Werribee Secondary College is a leader in international education in the Victorian state education system. We implement the best quality educational practices evident throughout Australia and internationally.

The Werribee Secondary College community “lives worthily”. We are adaptable life-long learners, who are confident, creative and resilient individuals, empowered to shape the world in which we live.

Our Mission

At Werribee Secondary College we strive for success in students’ chosen endeavours.

The College community provides a safe and caring environment where each student is valued. We celebrate achievements, success and growth for all students. Our programmes equip students with the skills, knowledge and attitudes needed for the dynamic world after secondary education.

College leaders, teachers and support staff adopt evidence-based best practice to generate a progressive 21st century educational setting. We enhance learning and develop digital literacy through the purposeful use of emerging technology. With a focus on realising optimal outcomes for learners, staff commit to continuous improvement through ongoing targeted professional development, peer collaboration and reflection.

At Werribee Secondary College we nurture the values of respect, cooperation, honesty, integrity, confidence, perseverance, resilience and responsibility. Driven by these ideals, the College community embraces cultural and social diversity. Students develop a strong sense of personal identity and global citizenship, enabling different cultural groups to interact, learn from each other and grow together.



B-PAY 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 Werribee Secondary College.

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 Reference 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 Office 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 Werribee Secondary College Official Account.

EVALUATION:

- This policy will be reviewed by College Council as part of the school's three-year review cycle. Next Review Due 04/24.