

BPay Receipting Policy

Rationale:

When the school receives money via B Pay there are no details as to where the money is to be allocated. The office spends a disproportionate amount of time contacting parents in order to allocate the money to the correct charge.

Aims:

To ensure that BPay money is allocated correctly without the need to consistently phone/contact parents.

Implementation:

Within 48 hours of making a BPay payment, parents are required to contact the school via email (accounts @macrob.vic.edu.au) stating what the payment is for.

If no email is received by the school or if the details of the email are incorrect then:

- If the amount paid equals an outstanding event or charge including voluntary fees from the current year it will be allocated to that.
- If the amount does not equal an outstanding charge from the current year, then the payment will go against the oldest current outstanding charge. If there are no current outstanding charges then it will go against the oldest outstanding charge from any year with the exception of outstanding voluntary fees.
- If there are no outstanding charges against the student, it will remain unallocated against their account and the school will contact the parent via email requesting advice as to what the parent requires. (see Refund Policy if a refund is requested)

Evaluation:

- Procedures should be reviewed annually to confirm/enhance internal control

This policy was last ratified by School Council: February 2016

School Council President Signature:

Date: