



4.25 BPAY

POLICY

Beaumaris North Primary School is committed to providing varying payment options for parents and for the school's creditors, BPAY is one of these options.

PURPOSE

Beaumaris North Primary School is committed to providing a range of payment methods to parents to make the payment of School fees as easy as possible, and to pay creditors in a timely, efficient manner. Parents can pay the school by cash, cheque, credit card, EFTPOS, direct credit and electronic payment facilities, such as Qkr. BPay is another payment alternative.

IMPLEMENTATION

- BPay transactions will be recorded using the DEECD CASES21 Finance program and in accordance with the appropriate Process Guide instructions.
- To ensure the correct allocation of parent payments, parents are asked to forward the remittance advice from their statement with the charges being paid marked.
- If the School does not receive this advice within two (2) days of the payment being made, the funds will be allocated to the oldest outstanding account for the family.
- Alternatively, parents may email the School at beaumaris.north.ps@edumail.vic.gov.au for the attention of the Business Manager and quote the charge number being paid.
- All Creditor BPAY payments and receipts, will be made using the Finance Manual for Victorian Government Schools Guidelines.

Ratified by School Council June 2014

Next Review Date 2017