



ELTHAM HIGH SCHOOL

POLICY DOCUMENT *Debtor - Payment of Accounts*

INTRODUCTION

Eltham High School raises a variety of invoices against families and other debtors. Eltham High School provides a range of payment options for families and debtors to pay their accounts including cash, cheque, Money Order, credit card, EFTPOS and BPay facilities.

PHILOSOPHY

Eltham High School's aim is to provide families and other debtors with a variety of payment facilities. All payments will be receipted into the Department of Education and Training (DET) approved accounting system in a timely manner. All processes will follow DET's guidelines and procedures as they apply at that time.

POLICY STATEMENT

This policy covers the options and processes available to families and other debtors to pay accounts. This policy complies with DET processes at all times.

GUIDELINES FOR IMPLEMENTING THE POLICY

The following arrangements apply when making payments;

- *Cash payments are to be made to the Cashier,*
- *Cheques are to be made payable to Eltham High School. Payments can be posted to the school or given to the Cashier,*
- *EFTPOS transactions will be made to the Cashier,*
- *Credit card payments may be made over the telephone to the Cashier, Business Manager, Finance Manager or to the Music Program Secretary or at other locations as approved by the Business Manager,*
- *BPay facilities are also available.*

Money received will be allocate in the following order:

- 1. Subject Charges i.e. elective subjects**
- 2. Essential Education Items**
- 3. Optional Programs i.e. Music, drama, swimming and camps**
- 4. Voluntary Financial Contributions**

Or, as designated by the debtor.

If a family has paid all accounts and further money is received, the Business/Finance Manager or Cashier will contact the family to determine their intention.

Receipts will be issued for all payments made in person to the Cashier. For other payments, a receipt will only be forwarded to the payer on request at the time of making the payment.

OTHER DEBTORS: Payments from sundry debtors will be allocated to the oldest invoice first.

BASIS OF DISCRETION

Minor modifications to this policy may be made at the discretion of the Principal and School Council Treasurer.

RELATED POLICIES

This policy is to be read in conjunction with the following policies:

Refunds for Activities Policy

Privacy Policy

REVIEW

This policy should be reviewed every 3 years.

Date Endorsed: 20 / 03 / 2019

Executive Officer

Eltham High School Council

CONSULTATION PROCESS AND WORKING PARTY INFORMATION:

This policy was written by: Lauren Keenan

Consultation has taken place with the relevant group(s) in the following list:

Group	Consultation ✓
School Operations Committee	
Staff	
Students (randomly selected group)	
Parents (randomly selected group)	

Members of the Community	
Other (Finance Committee)	✓
Planning and Policy Review Team of Council (Mandatory)	✓
School Council (Mandatory)	✓



