



# ELTHAM HIGH SCHOOL

## POLICY DOCUMENT *Debtor Payment of Accounts*

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### 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 Early Childhood Development (DEECD) approved accounting system in a timely manner. All processes will follow DEECD'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 DEECD processes at all times.

### GUIDELINES FOR IMPLEMENTING THIS 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. **Essential Education Items**
2. **Optional Extras**
3. **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 POLICY**

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

- Refunds for Activities Policy
- Education Maintenance Allowance Policy
- Privacy Policy

### **REVIEW**

This policy should be reviewed every 3 years or whenever a change is made to the DEECD financial operating arrangements.

Date Endorsed: 19 / 05 / 2010

Executive Officer  
**Eltham High School Council**