



# Chilwell Primary School

*"Learning for Life"*

No.2061

Gavan Welsh – Principal

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## POLICY: QKR BY MASTERCARD MERCHANT FACILITY

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### 1. Rationale:

To enable the efficient administration of payments to the OSHC program for parents of children at St Roberts Primary School and Chilwell Primary School. Mastercard, through the QKR phone app provides schools with the ability to accept non-cash payments through a smartphone, iPhone or an android phone.

Use of QKR allows schools to increase the options and convenience provided to parents of OSHC as well as improve security by reducing the amount of cash handled and kept on school premises.

### 2. Aims:

- 2.1 To pay OSHC fees by non-cash payment.
- 2.2 To implement secure internal controls by following DET guidelines.

### 3. Implementation:

- 3.1 QKR installed on parent phones to allow payments.
- 3.2 QKR transactions will be recorded using the DET CASES21 Finance program in accordance with the appropriate Process Guide instructions.

### 4. Banking Procedures:

- 4.1 QKR transaction reports are sent through daily to the Chilwell Administration and OSHC Co-ordinator. The reports come by email and are then reconciled to the official account.

### 5. Refunds:

- 5.1 Refunds are done through QKR by mastercard for transactions cancelled within the app.

### 6. Ratified:

This policy has been ratified by School Council – March 2016

Review: Annually