

## Board meeting of 26 June 2018

### For decision

CA 23/2018

## New functionality of XAFAX system

### 1. BACKGROUND

For the APEEE services, we are currently using the electronic XAFAX system, using badges (chips) for secondary students. The underlying contract was concluded in 2014 with duration until 8/2019). These badges are mainly used for cashless payments for food and drinks in the cafeteria and vending machines. The badges are also used for access control to the main canteen hall (students without valid badge are refused entry). The badges can be charged with cash in the charging machine located at the entrance to the teachers' canteen and in the cafeteria, or manually by the canteen office.

This requires manipulation with cash which was several times criticized by our auditors. Therefore, substantial reduction of the cash manipulation is strongly recommended by the auditors. In their recent audit report they proposed to introduce an on-line charging solution of the badges.<sup>1</sup>

### 2. RECOMMENDATION

Working group on canteen fully agrees with the recommendation of the auditors and it discussed with the XAFAX representative possible ways how to implement it. The APEEE IT manager was also present during this meeting.

XAFAX proposed as a solution to enhance our current system with the "MyNetPay" software module.

### 3. JUSTIFICATION

The benefits of "MyNetPay" module are threefold:

- Reduce the manipulation with cash for the charging of the badges,
- Reduce administrative burden for the canteen staff,
- Better control of the parents how children spend their money

## 4. IMPACTS

According to the XAFAX offer the annual costs for the "MyNetPay" module include:

Cost item	EUR
MyNetPay Webloader	2,900.00
Monthly fee (50 EUR)	600.00
<b>Total annual costs</b>	<b>3,500.00</b>

Total annual costs for the first year are expected to be around 3,500 EUR. These cost would be reduced proportionally in case of continued use of the system beyond one year. It needs to be mentioned that as of April 2018, the canteen sector is in the profit of approximately 125,000 EUR. The Working group believes at least a part of this profit should be reinvested in order to improve the services for parents or children. This is one of the investments that should:

- Increase the satisfaction of the parents,
- Allow our staff to focus on more important tasks,
- Decrease the risks in line with audit recommendations and reduce additional costs connected with the manipulation of cash,
- Increase the revenues of the sector.

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From the financial point of view the Working group expects that overall this solution will be profitable or at least break-even. Parents and students will have a more user-friendly way to re-charge the badges, which will lead to increased spending in the cafeteria and vending machines.

As a secondary effect, this could lead to more students spending their lunch time on the school premises.

## 5. DECISION

The Board agrees with the implementation of XAFAX "MyNetPay" module for the online charging of the badges as of September 2018.