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CASH HANDLING POLICY

Rationale: Cash transactions are one of the most vulnerable areas of the school. The purpose of this policy is to safeguard these assets, protect the staff involved in receipting and collection and minimize the risks associated with cash handling. The school will implement the measures outlined below, in accordance with DET guidelines and best practice.

Aims:

- To provide a well-managed system for the handling of cash within the school.
- To minimize risk when handling cash
- To ensure all cash payments made are receipted in a timely manner and in accordance with DET guidelines.

Implementation:

- All monies collected in the classrooms will be forwarded to the Office immediately.
- No cash is to be kept in the classroom.
- An official receipt will be issued immediately for all EFT transactions. All cash and cheques will be receipted and a receipt issued to the payer as soon as practically possible. Receipts for monies collected from the classrooms will be completed daily.
- Receipts cannot be altered.
- All cash is to be kept either in the secure cash drawer or the safe during the day. At the end of each day, any cash not banked must be secured in the safe. Access to the safe room is to be restricted.
- Prior to banking, all cash and cheques will be reconciled with receipts.
- EFTPOS settlement will be undertaken at the end of each day
- Banking is to be undertaken at least twice per week – more often if needed. Money will not be left at the school during school vacation periods.
- Bank deposit slips are to be prepared through CASES21 in duplicate. One copy is kept by the bank; the other copy stamped by the bank then filed at school for auditing purposes.
- The Administration Officer will prepare the banking and the Business Manager will double-count (segregation of duties). Any discrepancies must be reported to the Business Manager immediately. Any discrepancies that cannot be accounted for must be report to the Principal.
- Banking routines will differ to reduce risk.
- The school will not cash personal cheques.

Evaluation



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This policy will be reviewed as part of the school's yearly review cycle.

This policy was last ratified by School Council in November 2021 and approved by the School Principal.