

RATIONALE

Cash transactions are one of the most vulnerable areas of the school. To safeguard these assets, protect the staff involved in receipting and collection, and minimise the risks associated with cash handling, the school will implement the measures 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 minimise 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 in the plastic envelope provided to each teacher.
- No cash is to be kept in the classroom.
- An official receipt will be issued for all monies received from families and passed on to parents/carers by the classroom teacher on the day the Business Manager is able to create the receipts.
- Fund Raising monies will be counted in triplicate and a cash takings sheet used for that purpose.
- Receipts cannot be altered.
- All cash is to be kept in the locked safe during the day. At the end of each day, any cash not banked must be secured in the safe. Access to the safe is restricted to the Business Manager and the Principal.
- Prior to banking, all cash and cheques will be reconciled with receipts.
- Banking is to be undertaken on days that the Business Manager works. 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 is to be stamped by the bank, then filed at school for auditing purposes.
- The Business Manager will prepare the banking with the Principal double-counting the money, and then the Business Manager will do the banking.
- Banking routines will differ to reduce risk.
- The school will not cash personal cheques.

Ratified by School Council: March 2018

(Review February 2019)

Principal: Kerryn Quirk

School Council President: Tim Johns

Date 26th March 2018