



CASH HANDLING POLICY

Rationale:

- To minimise financial risk associated with the collection of cash

Aims:

- To comply with DET Policy and guidelines and to ensure cash collection procedures are in place

Implementation:

- All cash received by Truganina South Primary School must be receipted through CASES21 or into one of the official school receipt books
- The school will manage the collection of cash as follows:
 - **In Communities** - All money received for excursions, incursions, camps and other activities must be recorded using the Cash Book system
 - Each community will be issued with a document bag containing cash book sheets that list all of the students within that community
 - It is the teachers' responsibility to ensure that all monies handed over are recorded on the cash book sheet with a separate sheet being used for each activity
 - The Cash Book Bags must be sent to the office by no later than 10.30am each day (only if money has been received)
 - The accounts receivable staff member will process the payments that day and return the cash book bags to the community leader pigeon holes that day with the receipt for the student/family
 - As proof of payment to families, all receipts must be handed to the children by no later than the following day
 - Under no circumstances is money to be kept in communities
 - **In the Office** – All monies received over the counter for Book List items, excursions, incursions, camps and other activities are to be receipted directly onto CASES21 by the accounts receivable staff member and a receipt issued.
 - The only exception to this is if CASES21 is down. In this instance, the cash must be placed in a clearly labelled envelope and placed in the school safe until such time as the system is back up and the money can be receipted and an official receipt issued
- All official receipt books must be kept in the safe and all money receipted in the book must be kept in a lockable cash tin or in an envelope in the safe
- CASES21 will be reconciled each day by a staff member other than the person who has processed the receipts and signed off accordingly
- All cash awaiting banking must be kept in a locked drawer of the safe

- All cash must be banked in a timely manner no less than once a week however, during periods of high volume, banking must be conducted at more regular intervals and by a staff member other than the one receipting and reconciling
- All staff handling cash will be required to submit to a Police Record Check paid every three years. The associated costs will be covered by the school
- All missing money must be reported immediately to the Principal and Business Manager

Evaluation:

- This policy will be reviewed by the School Council as part of the school's annual review cycle.

This policy was last ratified by School Council in....	March 2018
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This policy will be reviewed by School Council....	March 2019
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