

## CASH HANDLING POLICY

### RATIONALE:

To minimise financial risk associated with the collection of cash.

### 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 DE&T guidelines.

### GUIDELINES

Links which are connected with this policy are:

**Department of Education:**

<http://www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx>

Baden Powell P-9 College: Parent Payment Policy: <http://www.bpc.vic.edu.au/policies>

### IMPLEMENTATION:

- All monies collected in the classroom will be forwarded to the office in the cash book pencil case provided with an accompanying cash book sheet.
- No cash is to be kept in the classroom.
- An official receipt will be issued by the office for all monies received over the counter at the office and the original receipt will be given to the payer. In the event that the computer system or CASES21 is down, a hand written receipt will be issued.
- At the start of the school year the school allocates days for the payment of the "Essential Learning Items" where upon receipt of cash an official receipt is issued immediately and the original is given to the payer.
- Receipts for money 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 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 weekly – more often if needed. Banking will be taken to the bank by the Business Manager. Money will not be left at the school during school vacation periods.
- Bank Deposit Slips are to be prepared through CASES21. A Commonwealth Bank Deposit book is to be completed in duplicate, one copy sent and kept at

the bank, the other filed at the school securely for auditing purposes. A CASES21 Bank Deposit Slip is filed with the batch.

- Any discrepancies that cannot be accounted for must be reported to the Principal and Business Manager.
- Bank routines will differ to reduce risk.

<ul style="list-style-type: none"><li>• <b>EVALUATION:</b></li></ul>
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| <ul style="list-style-type: none"><li>• This policy will be reviewed annually.</li></ul> |
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Ratified by College Council:	March 2017
Date:	28 <sup>th</sup> . March 2017