

## **Cash Handling Policy**

### **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 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 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 cash handlers including both staff and volunteers must consent to a National Police Check
- All cash payments must be made at the Office
- No cash is to be received or kept in the classroom other than on gold coin donation days where it must be sent to the office immediately after collection. Exceptions include the Book Fair, Visiting Authors etc.
- An official receipt will be issued immediately for all monies received over the counter at the office, and the original given to the payer.
- 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.
- Two people must be present when counting money.
- Prior to banking, all cash and cheques will be reconciled with receipts.
- Banking is to be undertaken at least once 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
- Banking routines will differ to reduce risk.
- The school will not cash personal cheques.
- Any discrepancies should be reported to the Business Manager for immediate investigation.
- Any discrepancies that cannot be accounted for should be immediately reported to the Principal.

### **Evaluation:**

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

