

Cash Handling Policy

Rationale:

- All cash handling operations must be efficient and transparent in line with best practice internal controls, processes and procedures.

Aim:

- To effectively monitor all cash transactions in line with DET guidelines.

Implementation:

- All monies to be processed through the school office.
- All funds to be receipted using CASES21 into the school official bank account.
- Receipts from all money received will be generated through CASES21 and issued promptly.
- No money to be kept in the classroom.
- All money to be stored in the secure safe in the school office.
- All banking of money to be undertaken by the Business Manager or Principal.
- Minimal cash to be kept on hand over the weekend and at the end of the school term all cash receipts must be banked.
- Cash collected away from the general office should be counted by two independent people (one being the Business Manager where possible). A cash handling form to be completed and signed by both parties.

Evaluation:

- This policy is required to be reviewed annually by school council to confirm or enhance internal control procedures.

This policy was ratified by School Council on 21 March 2019.

To be reviewed in 2021.