



### 1. 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.

This policy applies to all school staff and volunteers involved in handling cash on behalf of Kallista Primary school.

### 2. 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

### 3. IMPLEMENTATION

- All monies collected in the classrooms will be forwarded to the Office in the plastic pockets provided to each teacher.
- No cash is to be kept in the classroom.
- An official receipt will be issued for all monies over ten dollars received over the counter at the office, and the original given to the payer. In the event that the computer system or CASES21 is down, a receipt will be issued as soon as possible.
- Receipts for monies collected from the classrooms will be completed daily.
- Receipts cannot be altered.
- All fundraising money collected away from the Office must be brought to the office accompanied by a Cash Reconciliation or Fundraising Takings form completed by two people after counting.
- 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.
- 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 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 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 Administration Officer or Business Manager will prepare the banking and where possible (depending on the number of office staff on duty) the Business Manager will double-count and do the banking (segregation of duties). If this is not possible due to lack of available

staff, the Department's "Segregation of Duties – Cash Checklist" will be implemented and signed off for audit purposes.

- Any discrepancies that cannot be accounted for must be reported to the Principal.
- Banking routines will differ to reduce risk.
- The school will not cash personal cheques.

#### **4. REVIEW CYCLE**

This policy is to be reviewed annually by School Council to confirm/enhance internal control procedures.

**RATIFIED by School Council – March 2023**

**REVIEW ANNUALLY**