



# Bungaree Primary School Cash Handling Policy

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## 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

1. All parents are encouraged to pay for excursions and stationery packs via Bpay to minimise the amount of cash handled at school.
2. If money is collected in the classrooms it will be forwarded to the Office as soon as possible.
3. No cash is to be kept in the classroom.
4. An official receipt will be issued immediately for all monies 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 hand-written receipt will be issued.
5. Receipts for monies collected from the classrooms will be completed weekly.
6. Receipts cannot be altered.
7. All cash is to be kept in the safe during the day. Access to the safe is to be restricted.
8. Prior to banking, all cash and cheques will be reconciled with receipts.
9. Banking is to be undertaken once a week, normally on a Friday. Money will not be left at the school during school vacation periods.
10. 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.
11. The Business Manager will prepare the banking and do the banking. Any discrepancies that cannot be accounted for must be reported to the Principal.
12. Banking routines will differ to reduce risk.
13. The school will not cash personal cheques.

## Evaluation

This policy will be reviewed annually.