

Cash Handling Policy

Purpose

Cash transactions are a vulnerable area of the school. To safeguard these assets and minimise the risks associated with cash handling, the school will implement the measures outlined below in accordance with DET guidelines and best practice.

Aim

- 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 will be receipted in a timely manner and banked as soon as possible.
- Receipts will be issued at the time of payment received at the front office.
- Cash is to be banked daily by someone other than the person who receipted it where possible.
- Money will not be left at the school during school vacation times.
- All cash transactions must be receipted into the School Council Official Account held at Bank Australia using the DET program CASES21.
- EFTPOS settlement and reconciliation will be undertaken at the end of each day.
- Any money collected outside the office (ie. Canteen and Café Salubrious) is to be counted firstly by two people responsible for collection, then recounted in the office by an office staff member.

Evaluation: This policy is required to be formally minuted and reviewed by College Council annually

Related policies: School Policy Advisory Guide – <http://www.education.vic.gov.au>

This policy was endorsed by the College Council in June, 2016