

# Yarra Ranges

## CASH HANDLING POLICY

### SDS

2017

#### Rationale:

Every effort will be made to reduce the amount of cash being processed through the General Office. The school's preferred methods of parent payments will remain as EFTPOS, Direct Credit and BPAY as they are directly paid to the school's Official bank account.

Cash transactions are one of the most vulnerable areas of the school. To safeguard these assets, protect school staff involved in receipting and collection and minimise the associated risks, the school will implement the following measures 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 received are manually receipted at the point of contact with the payer in accordance with DET guidelines. (A CASES21 computer generated receipt will also be provided at a later stage).

#### Implementation:

- All cash collected in the classrooms will be forwarded to the Office in the shortest time possible. No cash will be stored in the classrooms except in very exceptional circumstances.
- A manual, cash receipt will be issued immediately for all monies received over the counter at the office and the original copy given to the payer. In due course, a second Cases21-issued receipt will also be issued and returned to the classroom for dispatch to parents.
- Receipts cannot be altered in any way and personal cheques will not be cashed in any circumstances.  
All cash is to be kept either in a lockable cash drawer or in a fireproof safe during the day. Any cash not banked daily must be secured in the security room safe overnight. Access to the security room will continue to be restricted.
- Prior to banking, all cash will be reconciled with the manual receipts.
- EFTPOS settlement will be undertaken at the end of each day as a completely separate batch.
- Cash banking is to be undertaken at least once per week. Cash will not be left on school premises during school vacation periods.
- Bank deposit slips will be prepared through CASES21 in duplicate. One copy is retained by the bank; the other copy is to be stamped by the bank then filed at school for audit purposes.
- The Office Manager will accept and receipt all cash and Eftpos payments made by parents and staff and the Business Manager will enter the transactions on Cases21, double-count and transfer the cash to the bank. Any discrepancies that cannot be accounted for will be reported to the Principal.

#### Evaluation:

This policy will be reviewed annually.

Date Ratified	June 2016
Author	Teresa Burdeu, Business Manager
Approved By	School Council
Approval Authority (Signature & Date)	_____ David Read, School Council President _____ Date
Date Reviewed	15 February 2017
Responsible for Review	Teresa Burdeu
Review Date	15 February 2018
References	