

SCHOOL NO. 4401 - KATANDRA WEST

Policy Statement: RESOURCES

957 – CASH HANDLING

Responsibility: Principal, School Council

This Policy was last ratified by School Council in 2016.

1. PURPOSE:

- The conduct of all cash handling operations must reflect efficiency, transparency, full disclosure and effectiveness in line with specific best practice internal controls, process and procedures,
- To effectively monitor all cash transactions with regards to school based and trading operation transaction in line DET guidelines for Management of School trading Operation, Internal Control for Schools and the School Finance Manual.

2. GUIDELINES:

- 2.1 All cash transaction must be receipted into the School Council Official Account held at the Commonwealth Bank using the DET program CASES21.
- 2.2 Receipts from all money deposited will be generated from CASES21 and distributed after banking.
- 2.3 Any fundraising from Parents & Friends or any other internal school fundraiser will require two people (one being the Business Manager, Principal or their representative) to count collected money.
- 2.4 A Cash Takings form with Batch Number will be completed to conform total of monies being banked.
- 2.5 Any money that is sorted at school before banking will be held in the safe located in the storeroom which only authorized staff have access to.
- 2.6 If expenses are incurred by parents in preparation for an event they will present a valid Tax Invoice / GST receipt to the Business Manager.
- 2.7 If the reimbursement is to be paid by cash, the cast amount of the expense will be handed to the parent with a receipt for the amount of cash reimbursed.
- 2.8 The Business Manager will enter the cash receipted via the normal procedure onto CASES21.
- 2.8 The Principal, in consultation with School Council, may vary this Policy is necessary.