



Warracknabeal Secondary College

Cash Handling Policy

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 Department of Education and Training (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:

- No cash is to be kept in the staffroom or classrooms.
- An official receipt will be issued for all monies received. In the event that a C21 receipt is not available over the counter, a hand-written receipt will be issued. An official C21 receipt can be issued when entered onto the system if required.
- Receipts cannot be altered.
- All cash is to be kept in either the secure cash drawer or the safe. Access to the safe is to be restricted.
- Prior to banking, all cash and cheques will be reconciled with receipts.
- Banking will be undertaken at least once per week – more often if needed. Money will not be left at the school during school vacation periods.
- The Business Manager or Administration Officers will count and do the banking. Any discrepancies must be reported to the Business Manager immediately. Any discrepancies that cannot be accounted for must be reported to the Principal.
- Bank deposit slips should match the cash sheets
- Banking routines will differ to reduce risk.
- The school will not cash personal cheques.

Ratified by School Council

Date:

20/3/17

Signed:

Principal:

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School Council President:

A handwritten signature in blue ink, likely belonging to the School Council President.