



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.

Accountability for Funds:

Any group undertaking fundraising must ensure the accountability of funds collected. What this involves in practice will depend on the nature of the fundraiser and the amount of money involved. It may include: provision of receipts, two people receiving/counting money together, appropriate record keeping and the reporting of financial outcomes, including any expenses incurred in the fundraising. If monies are to be received via the front office, this must be negotiated in advance with the office.

Some examples and appropriate actions:

Casual Dress Days:

- **Class list** – cash and class list reconciled by the teacher, money submitted to the SRC representatives (at least 2) and class list returned to the office by the teacher.

Non-Profit Trading Operations:

- **ie Bake sale, BBQ, Chocolate Drive** – money taken and counted by 2 age appropriate people, money is never to be left unattended and attached form to be completed. Funds then submitted to the general office for reconciliation and banking.


Sale of Tickets for School Event:

- **ie Deb Ball/Production etc** – tickets should always be numbered and a list of numbered tickets attached to enable purchasers name to be noted and number of tickets sold. Money to be taken by 2 age appropriate people, money is never to be left unattended and attached form to be completed.

At the end of each selling session (ie recess/lunch), the money is to be returned to the office to be placed in the safe until such time as the money can be counted.

Those involved in fundraising activities/events are expected to act honestly and ethically.

Evaluation: This policy will be reviewed as part of the school's three-year review cycle.

Ratified by School Council	Date:	18/9/17
Signed:	Principal:	
	School Council President:	