

MANIFOLD HEIGHTS PS CASH HANDLING

POLICY

Rationale:

To ensure the school implements internal control procedures to minimise risk and ensure accuracy of data transactions when receiving monies and processing payments.

Aims:

- To provide enhanced risk control and security over transactions
- To provide clear documentation of processes
- To provide enhanced services to debtors

Implementation

- A locked, controlled access safe and secure cash drawer, also with controlled access, will be used to prevent any loss of cash from the school premises.
- Receipts will be entered onto CASES21 when received and original receipt issued stating the purpose of the remittance. In circumstances where this is not possible, a manual receipt can be issued. The receipt book should be reconciled to the CASES21 transactions when entered to ensure all receipts received by the school are banked.
- No receipt will be altered and no duplicate receipts issued. If an error has been made the receipt should be cancelled and the original of the incorrect receipt attached to the duplicate copy. If a duplicate receipt is requested, the receipt of money will be acknowledged by a typed note on school letterhead, (General Ledger receipts) or by providing a Family or Sundry Debtor Statement showing the receipt of the money.
- Personal cheques are not to be cashed under any circumstances.
- Money received in the classroom will be sent to the school administration office in the cash books provided. Staff to tick off names of envelopes on sheet provided. Money/Names and Forms then checked and receipted by administration staff. Receipts are to be printed and returned to the classroom teacher via the cash books.
- Fundraising/ Special Lunch Days etc – money counted by two people (where practicable). Funds then submitted to the general office for reconciliation and banking.
- Electronic receipts, manual receipts or EFTPOS receipts – individual official receipt issued. Receipts and cash submitted to general office for reconciliation and banking.
- All documentation to be stored securely.

Resources:

- Provision of up to date CASES 21 software
- Provision of up to date secure banking software
- Maintenance and Upgrading of hardware and software as may be required.

Evaluation:

- Procedures should be reviewed annually
- Regular revision of associated costs should be undertaken by the finance committee
- Tabled at School Council

This policy was last ratified by School Council in

February 2017