

## Cash Handling Policy

Review February: 2025

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### Rationale

To effectively monitor all cash transactions with regards to school based and trading operation transactions in line with DET guidelines for Management of School Trading Operations, Internal Control for Schools and the School Finance Manual.

### Aim

To protect the cash handlers of the School and to ensure the appropriate handling and banking of cash.

### Implementation

- o No cash is to be kept in the classroom.
- o Receipts from all money deposited will be generated from CASES21 and distributed after finalising the batch.
- o Any fundraising from the Parents' and Friends' or internal school fundraising will require two people to be present when the money is counted. A total of monies counted will be provided to the Business Manager. The total is finalised and confirmed once the cash is receipted at Commonwealth Bank Australia.
- o At the end of the function all cash will be collected into a locked cash box and deposited in the school safe.
- o If the P and F function is held offsite the Business Manager will collect the monies once the function is finished. A total of cash counted will be provided to the Business Manager. The cash box will be taken home from the offsite function by the Business Manager and will bring it to the School as soon as is practical on a school day.
- o All cash transactions must be receipted into the School Council Official Account held at the Commonwealth Bank using the DET program CASES21.
- o Banking is to be undertaken at least twice per week – more often if needed. Money will not be left at the school during school vacation periods.

### **Out of Pocket Expenses**

- o If expenses are incurred by parents in preparation for an event they will present a valid Tax Invoice / GST Receipt to the school office for reimbursement.
- o There are no cash reimbursements. All reimbursements are to be via EFT.

### Evaluation

This policy will be reviewed each year.