



NEWLANDS PRIMARY SCHOOL

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 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:

- All monies collected in the classrooms will be forwarded to the Office in the plastic pockets provided to each teacher, parents can make payments at the office during schooling hours or use our online banking system.
- No cash is to be kept in the classroom.
- An official receipt will be issued for all monies received from the classroom and held at the office for pick up by parents.
- Receipts for monies collected from the classrooms will be completed daily.
- An official receipt will be issued for all monies received over the counter at the office, and the original given to the payer.
- Fund Raising monies will be counted in triplicate and a cash takings sheet used for that purpose. (Attached)
- Receipts cannot be altered.
- All cash is to be kept either in the secure cash drawer or the safe during the day. At the end of each day, any cash not banked must be secured in the safe. Access to the safe room is to be restricted.
- Prior to banking, all cash and cheques will be reconciled with receipts.
- EFTPOS settlement will be undertaken at the end of each day.
- 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.
- Bank deposit slips are to be prepared through CASES21 in duplicate. One copy is kept by the bank; the other copy is to be stamped by the bank, then filed at school for auditing purposes.
- The Administration Officer will prepare the banking and the Business Manager will double-count and do the banking (segregation of duties). Any discrepancies must be reported to the Business Manager immediately. Any discrepancies that cannot be accounted for must be reported to the Principal.
- Banking routines will differ to reduce risk.
- The school will not cash personal cheques.

Evaluation:

This Policy will be reviewed as part of the school's annual review cycle.

References:

- [Education Training and Reform Regulations 2007](#)
- [DET School Financial Guidelines](#)

POLICY REVIEW

Policy last reviewed	2022
Approved by	School Council
Next scheduled review date	2023

Newlands Primary School
CASH TAKINGS SHEET



DATE: / /

Receipt No.....

Please enter the cheque and cash details in the receipt boxes below.

Also enter the total at the end of the page.

Have the amount confirmed in the General Office, signing for the confirmed amount.

Receipts	
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Amount	Denomination
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\$	Cheques
\$	\$100
\$	\$50
\$	\$20
\$	\$10
\$	\$5
\$	\$2
\$	\$1
\$	50c
\$	20c
\$	10c
\$	5c
\$	Total Amount

Office Confirmation

Amount

\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$

An amount of \$.....as listed in the above table is presented to the General Office as Canteen Takings.

Signed 1:

Signed 2:

Office use only
Signed.....
Date.....