



Bayside Special Developmental School

CASH HANDLING POLICY 2019

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 with 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 entering the school will be directed to the Front Office.
- No cash is to be kept in the classroom. No cash to be receipted by classroom staff or volunteers.
- Where staffing allows, the person receipting is not the person who is responsible for reconciling transactions/banking.
- An official receipt will be issued/send home for all monies received. In the event that the computer system or CASES21 is down, a hand-written receipt will be issued.
- 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.
- 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 duplicated. One copy is kept by the bank; the other copy filed at school for auditing purposes.
- Any discrepancies that cannot be accounted for must be investigated by the Business Manager & reported to the Principal.
- Banking routines will differ to reduce risk.
- The school will not cash personal cheques.
- Apply zero tolerance to fraud.
- All cases of suspected or actual theft of money, fraud, misappropriation or corruptions refer to *Actual or Suspect Fraud Improper or Corrupt Conduct Policy 2019*

Evaluation:

- Procedures will be reviewed annually to confirm/enhance internal control.

CERTIFICATION

Signed.....
School Council President

Date...18/2/19

Signed.....
Principal

Date...18/2/19

This policy ratified at School Council meeting

18 February 2019