

# MONTPELLIER PRIMARY SCHOOL

## CASH HANDLING POLICY

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### Help for non-English speakers

If you need help to understand this policy, please contact the Language Loop: Phone 03 9280 1955 for interpreters or call our school office on (03) 5243 2521.

## 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 plastic pocket provided and receipted by administration staff. Receipts are to be printed and returned to the classroom teacher to be returned to the student.
- Money collected away from the general office is to be handed to the office on the day of receipt unless circumstances make this impracticable.
- Cash shall not be left in the safe during term holidays
- Trading operations money counted by two people (where practicable) and a control receipt issued. 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 will be reviewed every year



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- Regular revision of associated costs should be undertaken by the finance committee

### POLICY REVIEW AND APPROVAL

Policy last reviewed	2023
Approved by	Principal and School Council
Communication and feedback	This policy is always accessible on the school website and feedback from the community can be directed to the school at any time for the School Council to consider.
Next scheduled review date	2024 (1 Year Cycle)

If changes from the Department of Education occur, this policy will be reviewed.

This policy was endorsed by School Council on 20 February 2023