

# TALBOT PRIMARY SCHOOL

## CASH HANDLING POLICY

### RATIONAL

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.

### PURPOSE

- To provide a well-managed system for 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

### DEFINITIONS

“School” means Talbot Primary School.

### PROCEDURES FOR IMPLEMENTATION

- All monies collected in the classrooms will be forwarded directly to the office
- No cash is to be kept in the classroom
- An official receipt will be issued as soon as possible for all monies received at the office, and the original given to the payer
- 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
- Banking is to be undertaken at least weekly – 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 Business Manager will prepare the banking and another member of staff will double count. Any discrepancies must be reported to the Business Manager immediately. Any discrepancies that cannot be accounted for must be reported to the principal
- Banking will occur at different times of days to reduce risk
- The school will not cash personal cheques

### REVIEW AND POLICY HISTORY

This policy was last ratified by School Council in.... 2023

Principal's signature: Kelly

School Council President's signature: to

Date: \_\_\_\_\_