



# CASH HANDLING POLICY

## RATIONALE

Plenty Parklands Primary School is able to accept and provide alternative payment methods to cash or cheque by utilising cashless options wherever possible. A portable EFTPOS machine is available for payments along with the preferred method of payment for all transactions being the Qkr app. Good physical safeguards, including a locked, controlled access safe and secured cash drawer, also with controlled access, are necessary to prevent any loss of cash from the school premises.

## IMPLEMENTATION

1. All cash is collected through the school office to ensure the correct receipting and allocation of funds. The payments must include the name of the student, purpose for payment and amount enclosed. Payments can be made over the counter at the school office or sent with the student to forward to the class teacher. All payments received by the class teacher are placed in the grey money bags and class monitors bring these to the office each morning.
2. The funds receipted are to be kept in the secure locked cash drawer until receipts are balanced and banked at the end of each day.
3. There will be no over the counter payments at the school office or sent with the student to forward to the class teacher on the last day of each term. The only method of payment accepted on the last day of each term will be via Qkr. This is to ensure there are no or minimal funds held in the safe over the term break.
4. All cash and cheques are balanced with C21 and then collected weekly by Mail Plus and deposited at the CBA. Where a large amount of cash is taken, additional collections are organised with Mail Plus to ensure large amounts of cash are not held on the premises.
5. Any funds not banked must be kept in the locked safe in the locked strong room overnight and no cash is to be kept on the premises over the weekend or holidays. Access to the safe is only by the Business Manager or office staff.
6. All receipts are entered into C21 when received and receipts are to be issued stating the purpose of the remittance. No receipts should be altered and no duplicate receipts issued. If a duplicate receipt is requested, the receipt of the money should be acknowledged by a typed note on school letterhead, or by providing a Sundry Debtor or Family Statement showing the amount.
7. Any dishonoured cheques are to be followed up promptly.
8. All fundraising money collected away from the school office must be brought to the office by the person responsible for the fundraising in a cash collection bag. The money is counted by two staff members with a cash collection form completed after counting.

## EVALUATION

This policy will be reviewed in line with best practice and DET guidelines.

## REVIEW CYCLE

This policy was last updated in **July 2019** and is scheduled for review in **July 2020**.

**Endorsed by School Council in July 2019.**