

CASH HANDLING POLICY

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safe Standards as specified in Ministerial Order No. 870 (2015)***

PURPOSE

The Currajong School is committed to ensuring that cash handling practices are consistent and transparent across the school and that the risk of loss/misappropriation of school funds is minimised.

The Currajong School will implement the measures outlined below, in accordance with legal guidelines. This policy intends to safeguard and protect the staff involved in the receipting and collection of monies and minimise the risks associated with cash handling.

SCOPE

This policy applies to all school staff or volunteers involved in handling cash on behalf of The Currajong School.

POLICY

(a) Roles and Responsibilities of Staff

At The Currajong School our administration support staff and Business Manager are responsible for managing cash at our school.

Where practicable, segregation of duties will be maintained so that no individual will be responsible for more than one of the following:

- receipting of cash and issuing receipts;
- preparing the banking;
- taking the monies to the bank; and
- completion of the bank reconciliation.

(b) Collection and Storage of Cash

Monies are to be kept in either a controlled access safe or cash drawer during the day. If funds are kept on the premises overnight, they must be locked in our school's secured safe.

No monies are to be kept in classrooms or left at school during holiday periods.

All monies that are collected in the classroom will be forwarded to the office in the plastic zip lock bags/cash bags by the classroom teacher or education support staff, as soon as possible after collection.

Money collected away from the classroom or general office, is to be handed to the office on the day of receipt unless circumstances make this impracticable. Money received away from the office must be double counted at the point of collection and a control receipt issued before it is provided to the office for banking.

(c) Records and Receipting

All receipts are to be processed as quickly as practicable upon receiving the funds.

Where monies are received over the counter at the office they will be entered into the school system and an official receipt issued immediately to the payer.

Funds are to be banked daily/unless there are extenuating circumstances e.g.: distance or staffing limitations and at different times of the day.

No receipt is to be altered. Where a mistake is made approval must be sought before reversing the incorrect receipt. Copies of the incorrect receipt should be retained with details of why it was reversed.

(d) Cheques

No personal cheques are to be cashed.

All cheques received by mail are to be entered in a receivables book, and all cheques, which have not already been crossed "not negotiable", should be crossed as soon as they are received.

(e) Fundraising

Two parents of the School or staff members will be designated as 'Responsible Persons' for all school fundraising events or other approved events where monies may be collected for The Currajong School.

(f) Reporting Concerns

Discrepancies in cash or cheque receipts/deposits that cannot be accounted for must be reported to the Principal.

All cases of suspected or actual theft of money, fraud, misappropriation or corruption are to be reported to the Board of Directors, and the Board in consultation with the Principal, will decide the appropriate course of action.

EVALUATION

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
October 2021	School Board	October 2024



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.