



Warragul North Primary School **CASH HANDLING** Policy

Rationale:

“Cash handling” includes all monies received by authorised Warragul North Primary School (WNPS) staff on behalf of the school, whether it be coin, currency, cheques or money orders. Receipts of credit/debit card payments are addressed in the EFTPOS policy. Staff having cash handling responsibility should periodically review their cash handling procedures to assure compliance with the WNPS Cash Handling policy.

Aims:

To ensure that authorised staff are aware of cash handling procedures and that all cash is received in accordance with the Cash Handling policy and Department of Education and Training (DET) guidelines.

Implementation:

- Only authorised WNPS staff are to collect monies and issue receipts.
- All employees handling cash will be required to have a satisfactory current criminal record check.
- All monies collected directly at the office are recorded on pre-numbered receipt forms immediately upon receipt with a copy issued to the payer. Monies collected via the classroom cash bag will be receipted directly into the DET financial package, CASES21.
- All receipts to be entered into the DET financial package, CASES21, as soon as is practicable and an authorised officer will reconcile all manual receipts to CASES21 to ensure all funds received by the school are receipted. The CASES21 receipt should be forwarded to the payer when it is entered into the system.
- All cheques should be made payable to "Warragul North Primary School".
- Receipted monies should be immediately placed in the lockable cash draw.
- Receipted monies should be banked on a regular basis, daily were possible, into the WNPS Official operating account.
- Refunds to be administered via cheque or credited to the family account of the payer only.
- Petty cash will not be issued. Staff should seek permission prior to purchases on behalf of WNPS. Upon presentation of the receipt for goods or services the staff member will be reimbursed directly to their nominated bank account.

Evaluation:

This policy will be reviewed by School Council annually.

This policy was ratified by School Council on:	17th May, 2016
This policy was amended by School Council on:	20th June, 2017
This policy was amended by School Council on:	15th May, 2018
This policy was amended by School Council on:	18th June, 2019
This policy was amended by School Council on:	19th May, 2020
This policy was reviewed without amendment by School Council on:	18th May, 2021