

ARMADALE PRIMARY SCHOOL POLICY
SCHOOL No. 2634

Cash Handling Policy (Procedures)

Authorisation: By the Armadale Primary School (APS) Council on the 12th December 2016
Recommended: By the Finance Sub Committee

Review Date: It is recommended that this policy is reviewed by the Finance Sub Committee before November 2017.

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1. PURPOSE

1.1 To formalise a Cash Handling Policy for Armadale Primary School (APS) and minimise the risks associated with staff, parents or the school's Parents & Friends Association (PFA) handling cash.

2. OBJECTIVES

2.1 Establish a well-managed and well-understood cash handling system for APS.

2.2 Safeguard money received, money raised or money donated in the ordinary course of business or at school fundraising events and ensure it is accurately accounted for. Further, ensure that all cash payments made are receipted in a timely manner.

2.3 Provide a clear set of cash handling procedures to protect APS staff and APS volunteers who are required to receipt and collect cash at school and ensure they are not put in a position of undue scrutiny.

2.4 Ensure the school community and the PFA are familiar with the school's Cash Handling Policy (including cash handling procedures).

3. IMPLEMENTATION

3.1 The School will:

3.1.1 Request that its cash handling procedures are followed for all school cash collection exercises including in-class payments and fundraising events.

3.1.2 Request that the PFA adhere to the APS cash handling procedure for PFA organised events.

3.1.3 Provide an onsite safe and make the safe available to responsible persons after school fundraising events.

3.1.4 Require that all cash held on school premises be kept in the safe, with access to the safe restricted to the school's Business Manager and Principal.

3.1.5 Require that two parents/staff are designated as 'Responsible Persons' for all school and PFA fundraising events. Moreover, for each school sanctioned event the two persons designated as Responsible Persons will be identified as Responsible Persons in required risk assessments.

3.2 The Principal will:

3.2.1 Adhere to the APS cash handling policy.

3.2.2 Ensure staff members are aware of, and adhere to, the APS cash handling procedures.

3.2.3 Assume (together with the school's business manager) responsibility for the safekeeping of cash in the safe.

3.2.4 Not alter receipts or issue duplicate receipts.

3.3 APS Staff will:

3.3.1 Adhere to the APS cash handling policy.

3.3.2 Ensure all monies collected in classrooms are forwarded to the school office in zipped wallets provided to each teacher.

3.3.3 Ensure no cash is kept in the classroom.

3.3.4 Not alter receipts or issue duplicate receipts.

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3.4 APS Business Manager and Office personnel will:

- 3.4.1 Adhere to the APS cash handling policy.
- 3.4.2 Generate an official receipt from CASE21 for all monies received from the classroom where the money collected per student is under \$5.
- 3.4.3 Issue an official receipt from CASE21 for all monies received over the counter at the office, with the original receipt to be provided to the payer.
- 3.4.4 Assume (together with the school Principal) responsibility for the safekeeping of cash in the safe.
- 3.4.5 Ensure all cash is kept either in a secure cash drawer or the safe during the day with any cash not banked at the end of the day secured in the APS safe. Access to the safe is to be restricted.
- 3.4.6 Ensure prior to banking that all cash and cheques are reconciled with receipts issued.
- 3.4.7 Vary banking routines to reduce risk, with banking undertaken at least weekly or more often if needed with an objective of maintaining minimal cash balances at the school overnight and at weekends.
- 3.4.8 Ensure bank deposit slips are prepared through CASE21 in duplicate. One copy to be kept by the bank, the other to be filed at APS for auditing purposes.
- 3.4.9 Report any banking discrepancies immediately to the Principal.
- 3.4.10 Not alter receipts or issue duplicate receipts.

3.5 PFA and Parents will be requested to:

- 3.5.1 Adhere to the APS cash handling policy.
- 3.5.2 Where possible look to use non-cash mechanisms for payments such as EFTPOS and credit card facilities at fundraising event to reduce the need for cash handling.
- 3.5.3 For fundraising events where cash will be required:
 - ~~3.5.3.1~~ designate at least two independent people (i.e. not spouse or immediate family members) to be the Responsible Persons for cash handling;
 - ~~3.5.3.2~~ ~~3.5.3.1~~ and ensure the names of those responsible are included in prepared risk assessments;
 - ~~3.5.3.3~~ ~~3.5.3.2~~ look to use a "cash float" for larger events such as a fete, with regular cash collections from individual stalls undertaken to reduce the build-up of cash at stalls. It is also recommended that the responsibility for the collection of monies from stalls is rotated among those designated as Responsible Persons;
 - ~~3.5.3.4~~ ~~3.5.3.3~~ ensure all monies raised is initially kept in the school safe if banking is not an option. Further, the placing of the cash in the safe must be done collectively by the Responsible Persons or their delegates together with the Business Manager or their delegate. Unless extenuating circumstances exist, no money is to be taken home by an APS parent, PFA representative or APS staff member after a fundraising event (or any APS event/exercise that involves the collection of monies);
 - ~~3.5.3.5~~ ~~3.5.3.4~~ where practicable, not pay out receipts for expenses incurred until all money collected is counted and signed off by the two people designated with the counting responsibility. Moreover, all receipts for payment need to go through the PFA Treasurer. For the avoidance of doubt, money to pay for expenses incurred cannot be taken out of cash held by stall holders on the day of an event. Further, an application for reimbursement of expenses in circumstances where receipts are lost or misplaced is to be made directly to the PFA Treasurer along with a signed declaration of the details of the expenses incurred; and
 - ~~3.5.3.6~~ ~~3.5.3.5~~ have the cash counted on the day of a fundraising event or as soon as possible subsequent to the event by persons other than the person collecting the cash. Cash is to be counted at least twice with the counting undertaken by at least two people designated for this role. Money counted is to be recorded using the cash takings sheet available from the APS office (Appendix A) which outlines the amount counted and bagged, and the denominations of all money received. Details of the amount of money bagged (or to be placed in the safe) must be signed off by all money counters. If money is to be banked by parents or PFA representatives, the person banking the cash must be accompanied to the bank by at least

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one other parent and or PFA representative. Finally bank receipts must be reconciled with money counted and bagged, with any discrepancy in the first instance reported to the PFA Treasurer.

4. EVALUATION

4.1 This Policy will be evaluated annually by the Finance Sub-Committee.