#### **OFFICIAL**

State of the State	Cash Handling Policy & Procedure	
Policy Status: Final	Document Owner: Business Manager	Authorised by: BHS School Council
Date of issue: 24/11/2020	Review Date: Nov 2021	Version 7

#### POLICY PURPOSE

The purpose of this policy is to provide a framework for cash handling and security of cash throughout School operations.

Cash transactions are one of the most vulnerable areas of the school. To safeguard these assets, protect the staff and volunteers 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 as outlined at <a href="http://www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx">http://www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx</a>

We aim to provide a well-managed system for the handling of cash within the school and ensure all cash payments made are receipted in a timely manner and in accordance with DET guidelines

We encourage electronic forms of payment to minimize cash transactions via the use of Compass, CentrePay, BPay, Eftpos and direct deposit to school bank account.

#### SCOPE

This Policy and Procedure applies to all School employees and volunteers involved in collecting cash.

#### POLICY STATEMENT

The objectives of this Policy and Procedure are to ensure: -

- Council meets its obligations in respect of cash management
- All monies received by the School are fully accounted for and receipted and deposited into School's bank account
- Ensure segregation of duties to minimize risk
- Consistency in procedures applicable to cash handling across the School.
- Accountability for cash handling across the School
- The correct and proper use of petty cash
- Adequate procedures are in place for the security of cash on premises and cash in
- The safety and wellbeing of staff and other individuals

#### PROCEDURE FOR CASH COLLECTION, RECEIPTING AND BANKING

#### CASH COLLECTED AT THE OFFICE

- Issue official receipt immediately for all monies received from all sources (e.g cash, cheques, EFTPOS) and process through CASES21 (original to payer if required, duplicate retained by school). In the event that CASES21 is down, a hand-written receipt will be issued.
- Prior to banking reconcile total receipts for the day with the total of cash, credit card transactions and cheques to be banked. In addition, settlement of the EFTPOS terminal/s should be performed prior to the batch being updated.
- Address any discrepancies immediately and apply zero tolerance to fraud.

# **Little League Cash Handling Policies**

**Rachel S Tattersall** 

**Little League Cash Handling Policies:** 

Eventually, you will no question discover a further experience and achievement by spending more cash. nevertheless when? complete you agree to that you require to acquire those every needs bearing in mind having significantly cash? Why dont you try to acquire something basic in the beginning? Thats something that will lead you to comprehend even more not far off from the globe, experience, some places, like history, amusement, and a lot more?

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