



POLICY 15

Cash Handling

PURPOSE:

- To monitor all cash transactions with regards to school based and trading operation transactions in line with DET guidelines for Management of School Trading Operations, Internal Control for Schools and the School Finance Manual.

IMPLEMENTATION:

- Gordon Primary School is committed to ensuring this policy is publicised and implemented and will monitor and review its effectiveness.
- All cash will be receipted in a timely manner and banked as soon as possible.
- Cash is to be banked by someone other than the person who receipted it where possible.
- All cash transactions must be receipted into the School Council Official Account held at the Commonwealth Bank using the DET program CASES21.
- Receipts from all money deposited will be generated from CASES21 and distributed to students after banking.
- Any money collected outside the office (ie. Canteen and fundraising) is to be counted firstly by two people responsible for collection, and then recounted in the office by an office staff member.

Communication of Policies

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

REFERENCE/RELATED POLICY:

EVALUATION:

This policy will be reviewed;

- as part of the school's three year review cycle.

This policy was ratified by School Council on 11.8.21