



## CASH HANDLING POLICY

This policy has been developed by members of School Council.

**Date written:**

**School Council Ratified:**

**Date reviewed:** 2026

**Next review:** 2027

**This policy is aligned with DET policy**

### PURPOSE

Cash transactions are one of the most vulnerable areas of the school. To safeguard these assets, protect the staff 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.

### GUIDELINES

- To provide a well-managed system for the handling of cash within the school
- To minimise risk when handling cash
- To ensure all cash payments made are receipted in a timely manner and in accordance with DET guidelines
- To ensure all EFTPOS payments are receipted in a timely manner and in accordance with DET Guidelines.

### IMPLEMENTATION

- All monies collected in the classrooms will be forwarded to the Office in the pencil case provided to each teacher.
- No cash is to be kept in the classroom.
- An official receipt will be issued immediately or as soon as possible for all monies received over the counter at the office, and the original given to the payer.
- Receipts for monies collected from the classrooms will be completed daily.
- Receipts cannot be altered.
- All cash is to be kept either in the secure cash drawer or the safe during the day. At the end of each day, any cash not banked must be secured in the safe. Access to the safe room is to be restricted.
- Settlement of the EFTPOS terminal will be performed at the end of the day at the same time as the batch is updated.
- Prior to banking, all cash and cheques will be reconciled with receipts.
- Any discrepancies should be reported to the Business Manager for further investigation.
- Any discrepancies that cannot be accounted for should be immediately reported to the Principal.
- Banking is to be undertaken at least once per week – more often if needed. Money will not be left at the school during school vacation periods.

- The Administration Officers will prepare the banking and the Business Manager will double-count and do the banking (segregation of duties). Any discrepancies must be reported to the Business Manager immediately. Any discrepancies that cannot be accounted for must be reported to the Principal.
- The school will not cash personal cheques.
- Two parents or staff members will be designated as 'Responsible Persons' for all school fundraising events or other approved events where monies may be collected, (eg. Mother's/Father's day stalls, school fairs etc). A float and collection form will be completed for each event.

## **EVALUATION AND REVIEW**

The Rosanna Primary School Cash Handling Policy will be reviewed in line with DET guidelines

## **RELATED DOCUMENTS**

**This document can be found at:  
U:/Policies**