



# OVERPORT PRIMARY SCHOOL

## CASH HANDLING POLICY

### **Rationale:**

- To ensure all cash monies brought into the school are handled in a timely and fully accountable manner.

### **Aims:**

- To ensure the school receives all money purposefully sent to school in payment of accounts or raised through fundraising.

### **Implementation:**

- School Council must give approval for all fundraising ventures proposed, prior to their undertaking. Any cash funds raised through fundraising must be collected and counted and recorded by two persons employed by DET at all times. When the money has been counted and recorded, it must then be handed to the school Business Manager, whereby it will be counted again with the two designated officers present and processed accordingly.
- Cash payments received directly to the school office must be processed through Cases21 and receipted immediately.
- Any cash received into the school office must be counted with two persons present.
- School banking is to be taken to the bank by a school appointed officer, such as the business manager, or by a security company appointed and approved by the school.
- Money received into the school must be kept in a secure fireproof safe until it is banked.
- Large sums of money are not to be kept on the school premise for any length of time. All moneys must be banked as soon as practical.
- Money stored in the fireproof safe, must be clearly marked as to how much is in the bag and what it is for.
- Only authorised school officers can have access to the fireproof safe or security room. These officers are endorsed at the first school council meeting annually.

### **Evaluation:**

- This policy will be reviewed regularly as part of the school's annual review cycle.

This policy was last ratified by School Council on....

27<sup>th</sup> March 2023