CASH HANDLING POLICY

|  |
| --- |
| **Date Written: 2017 Review cycle: 1 Yearly**  **School Council Ratified: 31st March 2021 Next review: 2022** |

**Purpose**

Fitzroy North Primary School can accept and provide alternative payment methods to cash or cheque by utilising Internet Payments through COMPASS and QRK. Reasonable physical safeguards, including a locked, controlled access safe and secured cash drawer, also with controlled access, are necessary to prevent any loss of cash from the school premises.

**Policy**

1. All cash is collected in payment envelopes and brought to the office to ensure correct receipts and funds allocation. The payment envelopes must include the name of the student, purpose for payment, amount enclosed. Payments can be made over the counter or dropped into the securely locked payment box at the accounts window.
2. The funds receipted are to be kept in the securely locked cash drawer until receipts are balanced and banked at the end of each day.
3. All cash and cheques banked must be counted by two people, balanced with C21, and then taken to the bank by two people other than the person processing the batches.

1. Any funds not banked must be kept in the locked safe in the locked substantial room overnight, and no cash is to be held on premises over the weekend or holidays.   
   Access to the safe is only by the Business Manager and Accounts Receivable Manager.
2. All receipts are entered into C21 when received, and receipts are to be issued stating the remittance's purpose. No receipts should be altered, and no duplicate receipts issued. If a duplicate receipt is requested, the money's receipt should be acknowledged by a typed note on school letterhead or by providing a Sundry Debtor or Family Statement showing the amount.
3. Personal cheques are not to be cashed under any circumstances. All cheques received by mail are to be recorded on the cheque remittance spreadsheet. Any dishonoured cheques are to be followed up promptly.
4. All fundraising money collected from the Accounts office must be brought to the office by two people and a cash collection form completed after counting.