



## **ROMSEY PRIMARY SCHOOL CASH HANDLING POLICY**

### **Rationale:**

The conduct of all cash handling operations must reflect efficiency, transparency, full disclosure and effectiveness in line with specific best practice internal controls, processes and procedures.

### **Aims:**

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

### **Guidelines:**

#### **The role of the School is to ensure that:**

- All cash transactions are receipted into the School Council Official Account held at the Bendigo Bank using the DEET program CASES21.
- Receipts from all money deposited will be generated from CASES21 and distributed within a reasonable timeframe after banking.
- Banking is undertaken at least twice a week, more often if needed.
- All cash will be kept in the school safe during weekdays and/or weekends if it is not banked.
- Cash is not left at the school over the school vacation periods.
- Access to the safe and all relevant confidential documentation is restricted to authorised school staff only.

### **Evaluation:**

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

**Date Ratified by School Council: 12<sup>th</sup> October 2016**

**Review Date: October 2019**