

# Murrayville Community College Council Cash Handling Policy

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## Rationale

- This policy has been developed to provide guidelines, in accordance with DET recommended procedures and best practice, to aid the effective financial management of handling cash in order to minimise risk.

## Aim

- To provide a well-managed system for handling cash which is consistent across all areas of the school environment.
- To ensure all cash is receipted in a timely manner and in accordance with DET guidelines.
- To minimise risk when handling cash and apply zero tolerance to fraud.

## Implementation

- All monies entering the school must be directed immediately to the front office.
- No cash is to be kept in classrooms.
- Receipts must be issued for all monies received from all sources and processed through CASES21.
- Receipts cannot be altered.
- All cash is to be kept in the secure cash drawer or safe during the day.
- Any cash which is not banked during the day is to be kept in the secure cash drawer or safe overnight.
- The school will not cash personal cheques.

### Canteen

- Canteen money, for purchase of goods, must be submitted to the front office in a Canteen envelope.
- Canteen daily takings are to be counted by the Canteen Manager, recorded in the Canteen Daily Takings book and delivered to the front office at the conclusion of each lunchtime.
- Canteen daily takings are to be verified and receipted by Front Office personnel who should also countersign the Canteen Daily Takings book.
- The Canteen till, containing the Canteen float, is to be kept in the secure cash drawer or safe overnight.

## Evaluation

- This policy should be reviewed annually by College Council.

When First Adopted: 12<sup>th</sup> September 2016

When Reviewed / Modified: 13<sup>th</sup> November 2017