



# ■ CASH HANDLING ■

## POLICY

### **AIMS**

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

### **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.

### **IMPLEMENTATION**

- All cash transactions must be receipted into the School Council Official Account held at the Bendigo Bank using the DET program CASES21.
- Receipts from all money deposited will be generated from CASES21 and distributed after banking.
- Any fundraising from the Parents Forum or internal school fundraising will require two people (one being the Business Manager) to be present when the money is counted. A counted monies form with both parties signature will be completed to confirm total of monies being banked.

### **EVALUATION**

Dookie Primary School is committed to ensuring this policy is publicised and implemented and will monitor and review its effectiveness.

This policy will be reviewed annually.