



## Cash Handling Policy 2022

### 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 DET guidelines for Management of School Trading Operations, Internal Control for Schools and the School Finance Manual.

### Implementation

- All cash will be receipted in a timely manner and banked as soon as possible.
- Cash is to be banked by someone other than the person who receipted it where possible.
- All cash transactions must be receipted into the School Council Official Account held at Bank Australia using the DET program CASES21.
- Receipts from all money deposited will be generated from CASES21 and distributed to students after banking.
- Any money collected outside the office (ie. Canteen and fundraising) is to be counted firstly by two people responsible for collection, then recounted in the office by an office staff member.

### Evaluation

Bass Coast Specialist School is committed to ensuring this policy is publicised and implemented and will monitor and review its effectiveness.

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