



# Urquhart Park Primary School

## CASH HANDLING

### POLICY

#### **Rationale:**

- To provide guidelines for Cash Handling at Urquhart Park Primary School

#### **Guidelines**

- All cash payments received at the school will be receipted using CASES21.
- Cash is securely held in the General Office during the day.
- Cash is securely stored overnight in a locked fire proof safe when required.
- No cash is on site during any holiday periods.

#### **Implementation**

- Cash payments from families, sundry debtors, trading operations can be paid either at the General Office or via the classroom pouches.
- Cash payments will be receipted daily in CASES21 with receipts being immediately processed or CASES21 receipts being returned to students via the classroom pouches.
- All cash and cheques will be banked in a timely manner.
- Cash and cheque deposits will be reconciled as part of the CASES21 End of Period process.

#### **Refunds**

- Cash refunds will not be made.
- The original receipt is to be produced or the receipt number identified and approved by an authorised officer.
- Following liaison with the party, a credit to the family CASES21 account may be affected rather than issue a refund, particularly if the amount is small.
- When it has been determined that refund is to be applied, this will be processed through CASES21 and either a cheque or direct credit payment made.

#### **Evaluation**

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

This policy was last ratified by School Council in March 2018