



P&F CASH HANDLING POLICY

POLICY

Blackburn Primary School (BPS) is committed to ensuring that cash handling practices are consistent and transparent across the school and in line with DET Policy and expectations.

BPS will implement the measures outlined below, in accordance with Department guidelines. This policy intends to safeguard and protect the P&F committee members, other parent volunteers, and staff involved in the collection and counting of monies and minimise the risks associated with cash handling.

This policy applies to all school volunteers or staff involved in handling cash on behalf of BPS at fundraising and community events.

IMPLEMENTATION

Roles and responsibilities of P&F committee members, parent volunteers & staff

A school cash box must be used at all P&F events. Office staff will provide the cash box on the day of the event, or on Friday if the event is on the weekend.

All cash boxes will be staffed at all times by two adults.

During the event, the key to the cash box will be kept by the event coordinator at all times.

At the end of the event all cash will be counted by the event coordinator, and one other event volunteer. The cash will be counted and recorded on the cash counting sheets provided by the office. Both people must each count the money and sign the cash counting sheet to verify they counted the same amount.

If the function is held offsite or outside of normal school hours and cannot be immediately put in the safe, two cash counting sheets will be signed. One sheet will be locked inside the cash box, the other taken home by the event coordinator.

During School hours, the locked cash box will be returned to the office as soon as it has been counted. If the event is outside of school hours and the Principal, Assistant Principal or Business Manager are in attendance, the event coordinator and staff member will deliver the cash box to the safe as soon as it has been counted.

If the event is held outside school hours and the Principal, Assistant Principal, or Business Manager are not in attendance, the cash box will be taken home by the School Council Treasurer if possible, or another member of the School Council, and the key will be taken home by the event coordinator. The School Council member will return the cash box to the office the next school day. The event coordinator with the key will return the key to the school office the next school day, along with the cash counting sheet.

The office staff will count the money and verify the two cash counting sheets received. The money will be receipted into CASES21 into the appropriate P&F sub program and taken to the bank.



Each event coordinator is required to complete a Profit and Loss sheet for submission to School Council for approval.

All spending for events must be undertaken via invoice to the school. If using a new supplier, the event coordinator will inform the Business Manager prior, who will set up the school account with the supplier.

When a purchase order is required, the event coordinator will liaise with the Business Manager, who will prepare the purchase order.

Once the purchase order has been raised, the event coordinator can purchase the goods on the school account. The purchase order can be emailed to the supplier, or the PO number provided to them over the phone. The school email address will be provided to the supplier for invoicing purposes.

The office will contact the coordinator when the goods arrive. The packing list will be checked off by the event coordinator and another volunteer, and the invoice will be signed by the coordinator 'approved for payment' once all goods have been accounted for.

Evaluation:

- Procedures should be reviewed annually to confirm /enhance internal controls.

Ratified by School Council: 29 March 2021

Next review date: 2022