Mother Teresa Primary School
Cash Collection and Handling Policy

Related Policies
CEO Financial Administration for Schools Policy
Community Council Constitution

Purpose
This Policy has been designed to protect the cash handlers of Mother Teresa and to ensure appropriate handling and banking of cash.

Policy
This Policy relates to all monies received by parents who are collecting on behalf of the Community Council. The Policy relates to events such as Fetes, Breakfasts, Discos and special events.

Definitions
Nil

Procedures
All monies collected on behalf of the Community Council must be processed through the Front Office of Mother Teresa School and banked in accordance with normal procedures.

When collecting cash it is recommended that 2 parents be present at all times.

It is advisable to place the money in an appropriate container and not to leave monies unattended. Mother Teresa School will provide a lockable cashbox.

At the end of the collection monies must be counted, bagged and the form (Appendix A) completed and signed by both collectors. Monies will then be placed in the school safe until processed by the Administration Staff at Mother Teresa.

Monies will be banked through the front office into school accounts and apportioned as appropriate.

If expenses are incurred by parents in preparation for an event, an itemised receipt will need to be produced before reimbursement can occur. The Reimbursement Form (Appendix B) will also need to be completed. Reimbursement will be in the form of a school cheque. NB All members of the school leadership team have access to school credit cards and can be called upon to purchase required items on behalf of the Community Council.

Approved by:
Issuing Group:
Implementation Date:
Supersedes Policy Dated:
Revision Date: