

Bungendore High School P&C Association

Cash Handling Policy



Background/Scope

To provide a framework and processes for money handling and cash security to ensure Bungendore High School P&C Association fulfills its financial obligations and service delivery as defined by Australian Charities and Not For Profits Commission. This policy applies to all P&C members and volunteers involved with the handling of cash at designated locations and events authorised to manage petty cash.

The purpose of this policy is to:

- Ensure all amounts due and receipted to the P&C Association are collected and deposited to the P&C Association bank account on a timely basis;
- Ensure consistency in procedures and standards in money handling across all P&C Association events;
- Establish and maintain accountability for the management of cash for each event;
- Ensure correct and proper use of petty cash and float; and
- Provide a framework for money handling and security of cash.

Definitions

Cash: currency including notes and coins.

Money: currency including notes and coins, electronic (eftpos/DD), cheque and credit card transactions.

Money handling: petty cash, manual and electronic means of cashier (cash, cheque, eftpos and credit card), floats (community events), banking preparation and reconciliation.

Float: the amount of cash at the start of a fundraising event. It typically consists of a nominal amount of money, such as \$150, broken up across several denominations and change.

Banking: cash preparation and reconciliation for depositing cash and cheques.

P&C locations/sites: locations involved in money handling, sales and service. These include but are not limited to:

- School grounds;
- School office;
- Community events; and/or
- Off-school fundraising events.

Receipt: while the P&C Association do not issue receipts for every payment made at organised events (e.g. Mother's/Father's Day breakfast), cash collected to pay for these events need to be recorded as they are collected. Information such as Name, Class, Contact, Date Collected and Amount need to be recorded.

These records must be kept for 7 years. It is also recommended to keep the received information slip for a short time after an event in case it is ever questioned and for the purpose of reconciliation.

Principles of Cash Handling

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- It is the responsibility of the P&C Association officers and volunteers involved in money handling process to understand the meaning and intent of this policy.
- The P&C Association will provide a safe working environment that protects the welfare of its employees and volunteers and safeguards money and merchandise at P&C sites.
- At the end of each event, all cash and cheques received must be kept secure in a cash tin, locked drawer, container or safe.
- During an event where a cash float or cash tin is used, it should never be left unattended.
- Borrowing or taking cash from petty cash, float or till for personal benefit is prohibited.
- Where cash floats are given to or taken over by relieving officer/employee/volunteer, the person given the float or taking control of the cash needs to count these floats along with the designated officer in charge of that cash.
- Where cash floats are given to or taken over by a relieving officer/volunteer, the person supplying the float should receive a record (receipt) of the handover.
- Only P&C Association money may be stored in P&C's safe keeping devices.
- An official receipt/cash handling forms must be issued and filled out for all cash and cheques received at the designated sites within 24 hours or next working day from the officer or person in charge.
- All cash received must be counted and banked on the next banking day or as soon as convenient, unless prior arrangements are made.
- Managers responsible for designated sites must maintain current documentation of the cash handling procedures and processes, or be aware of the procedures and processes outlined in this policy, including;
 - Security and safe measures for managing cash and cheques;
 - Record and reconciliation of money taken and receipted; and
 - Petty cash reconciliation and claims.
- In circumstances where a person is required to transport cash and/or cheques from one location to another, the following practices are likely to reduce the opportunity for crime:
 - Assign more than one person to the task and/or rotate the task so that it is not always done by the same person(s);
 - Do not advertise the fact that you are carrying cash (e.g. do not carry a marked bag);
 - Do not talk publicly about cash movements;
 - Avoid using public transport;
 - Do not establish a routine for cash movements – vary both the time and route where possible;

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- Engage the services of a security guard to accompany staff (this is optional, but highly recommended for events with large amounts. e.g. School Fair)

Organising a Float

Before each event which requires a float, contact the Treasurer to discuss and organise a float to adequately cater for the event.

A P&C Association Float Form is provided at Appendix A and should be prepared by the Treasurer and provided to the Event Organiser with the float and signed by both to acknowledge delivery and receipt of the float.

Discrepancies / "Overs and Unders"

The P&C Association acknowledges that minor discrepancies in money takings occur from time to time when taking huge volumes of cash. All discrepancies regardless whether that discrepancy is a surplus or shortage must be recorded on the cashier's worksheet.

Reporting Missing or Stolen Money

Regardless of the amount, missing or stolen money must be reported to the Treasurer and the P&C Executive.

Should the missing money be the result of a robbery, immediately provide a written detailed account of the events to the Treasurer and the P&C Executive. The report is to be done by way of a formal report, taking into account the measures undertaken internally to try and find any missing money. This is to apply to all missing money regardless of the amount.

The P&C Executive may direct the treasurer or auditor to investigate the event to ensure all procedures have been followed and take appropriate action. When all avenues and possibilities to find the missing money by way of miscounts and book errors have been undertaken and exhausted before reporting the missing money.

All money which cannot be accounted for and is still missing after a period of two months must be reported to the police as a possible theft. To be determined based on amount.

Money Collection

During P&C Association events which involves large amounts of money being collected e.g. School Fairs, money should be collected regularly by designated volunteers / staff throughout the event.

Money should be counted and checked by at least 2 unrelated people independently in a secure location on site straight after an event. If the amount is found to not match, then a third count by another person needs to be done. Use the Cash Handling Form while counting and have both people sign off on the completed form. A photograph of the form is to be emailed/texted to the Treasurer so it can be married up with the bank deposit.

Money should not be taken home except when the school office is closed, event is out of school hours, or not on school grounds. This should be communicated with the Treasurer to make alternative arrangements and to have the monies banked on the next banking day.

Reconciliation of each event is to be done by the Treasurer and they, or the event coordinator, can report the financials at the next P&C General Meeting.

Cash Received Form

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A Cash Received Form is provided at Appendix B and is recommended to be used at P&C Association events which require the collection of money. The Cash Received Form should be completed and given to the Treasurer with all monies collected at the end of each event.

Expense Claims

At no time are volunteers and the P&C Executive/Members expected to be out of pocket for organising events. If an approved expense/purchase has been made by an organiser or volunteer, they can be reimbursed after the event by filling in an Expense Claim Form. (Appendix C)

This Cash Handling Policy is as adopted by the Bungendore High School P&C Association on:

1 / 3 / 2023

Signed:

President:

Name:

Elita Barnett

Witnessed:

Principal:

Name:

MELISSA GIDDINS

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Appendix A

P&C ASSOCIATION FLOAT FORM

Event: _____

Date: _____

Notes	Number	Value	Coins	Number	Value
\$100		\$	\$2.00		\$
\$50		\$	\$1.00		\$
\$20		\$	\$0.50		\$
\$10		\$	\$0.20		\$
\$5		\$	\$0.10		\$
			\$0.05		\$
Total Value of Notes:		\$	Total Value of Coins:		\$
Total Value of Float:					\$

The amount shown on this form has been received by the Event Organiser.

Treasurer:

Signed: _____ Date: _____

Event Organiser:

Signed: _____ Date: _____

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Appendix B

P&C ASSOCIATION CASH RECEIVED FORM

Event: _____

Date: _____

Notes	Number	Value	Coins	Number	Value
\$100		\$	\$2.00		\$
\$50		\$	\$1.00		\$
\$20		\$	\$0.50		\$
\$10		\$	\$0.20		\$
\$5		\$	\$0.10		\$
			\$0.05		\$
Total Value of Notes:		\$	Total Value of Coins:		\$
Total Value of Cash Received:					\$

The amount shown on this form has been received by the Treasurer.

Event Organiser:

Signed: _____ Date: _____

Treasurer:

Signed: _____ Date: _____

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Appendix C

P&C ASSOCIATION EXPENSES CLAIM FORM

Name: _____ Date: _____

Expense Description	Value
	\$
	\$
	\$
	\$
	\$
Total:	\$

NOTE: All expense claims must include receipts. Claims without receipts will not be paid. Thermal receipts should be photocopied to prevent fading. Return all claim forms to the Treasurer.

Preferred Payment Method:

Cheque Bank Transfer

Acc Name:	
Bank Name:	
BSB:	
Acc Number:	

Official Use Only:

Verified By:	
Payment Method:	
Payment Date:	
Acc Paid From:	

