



## **CASH HANDLING POLICY**

Applies to:	All members, volunteers and employees
Author:	P&C Treasurer
Approval:	FHSS P & C
Originally Approved:	Date not recorded
Last review and update:	22 February 2025 by Jane Goodwin Goulding
Date Approved:	25 February 2025

This Policy details the requirements for handling cash in the various operations of the P&C and ensures correct procedures are followed.

The FHSS P&C Association operates various businesses and fundraising events which include the collection and distribution of funds including cash, Electronic Funds Transfer (EFT) and online payments.

Fundraising activities involve many different volunteers and/or employees who may not be familiar with current financial controls or relevant legislation in relation to financial matters.

### **1 Aim**

The FHSS P&C Association seeks to protect its assets including cash through correct cash handling procedures and other financial controls, in adherence to current requirements including the [P&C Accounting Manual](#).

The P&C Association seeks to restrict the occurrence of fraudulent activities by ensuring that all financial transactions adhere to strict controls.

The use of financial controls and security measures aims to assist with the prevention of fraudulent activity and ensure that all businesses and fundraising events are operated efficiently and within budgetary guidelines.

### **2 Scope**

All P&C employees and members are responsible for ensuring compliance with the current Cash Collection and Deposit Procedure and Reimbursement Policy.

The FHSS P&C Executive and/or Retail Manager are responsible for training volunteers or staff in correct cash handling policies and procedures.

The FHSS P&C Executive, Retail Manager or authorized Retail Assistant are responsible for completing the appropriate daily takings sheet and transporting the deposits to the school office or bank.

The FHSS P&C Executive or fundraising event coordinator/s are responsible for completing the appropriate event takings sheet and transporting the deposits to the school office for banking and/or safekeeping.

## 2.1 Cash Collection Procedures

All forms of *monies* (e.g. cash or credit card transaction receipts) should be physically protected by locked metal boxes or locked cash drawers.

All cash collection and/or sales must be conducted in the presence of a current P&C member, Retail Manager or authorised Retail Assistant.

No person under the age of 18 is permitted to handle money at any event.

Volunteers must sign in using the appropriate Volunteer Register for the event or at the school office (if during school hours).

Cash floats are to be requested at least 7 days prior to the event in order to allow sufficient time to obtain cash from the bank. Please refer to the Cash Collection and Deposit for Fundraising Events Procedure.

All sales should be recorded by appropriate measures as they occur.

- Sales Register – an end of day report must be provided at the end of each day.
- Online sales – a report must be compiled at the end of any fundraising event.
- *Ticket Sales* - a register must be retained of the number of tickets sold each day.
- *Raffle Ticket Sales* - a record must be kept of the beginning and ending number of each book on each day tickets are sold.
- *Food Sales* - a tally sheet must be kept recording the number of each item sold. Raffle tickets may be used in lieu of a tally sheet if applicable to the situation. For large events, it is appropriate to stock take prior to the start of the event and again at the end of event and use these figures to determine the total sales. Any wastage should be recorded as such to ensure stocktake figures are accurate.

No immediate refunds are to be provided under any circumstances without consultation with the P&C Executive Committee. Refunds must be directed to the P&C Executive Committee.

The cash box or cash drawer should never be left open or unattended.

At the conclusion of the event or at the end of sales for the day, the cash must be totaled and reconciled with the ticket sales/raffle sales/food sales records.

All cash must be counted by two people. At least one person involved in the counting must be a current P&C member, Retail Manager or authorized Retail Assistant. If two people are not available then the funds must be transported to the school office and counted in the presence of a staff member.

The Daily Takings Statement or Fundraising Taking Summary should be fully completed detailing the cash receipts and the daily sales at the end of each day's trading.

Excess or missing funds must be fully explained on the relevant document. No white out is to be used on any paperwork as this does not comply with audit requirements. Any errors should be crossed out with a single line, initialed and the correct information written beside it.

All funds must be taken to the school office on the same day they are received unless alternative arrangements have been made with the P&C Executive Committee.

Reimbursement of expenses from P&C deposits, borrowing cash for personal use, lapping receipts to cover shortages, commingling of personal and P&C funds and modification of cash records are serious offences and may result in referrals to the appropriate authorities.

### 3 Risks

	Risk	Controls	Roles & Responsibilities (RACI Matrix). See legend
1.	There is a risk of theft of funds raised or fraudulent reporting of takings for the P&C, resulting in financial or reputational loss.	a) All cash must be monitored at all times by a staff member / the event coordinator and/or executive members.	R – Staff member / Event coordinator A – Executive Committee C and I – P & C members and Volunteers
		b) All funds must be counted in the presence of two people, one of which must be an executive member of the association. If an exec member cannot be found, monies are transferred to the school office and counted in front of a staff member.	R – Staff member / Event coordinator A – Executive Committee C and I – P & C members and Volunteers
		c) All discrepancies must be identified and reported accordingly and accounted for on the Takings summary	R – Staff member / Event coordinator A – Executive Committee C and I – P & C members and Volunteers
		d) All funds must be secured at the school office or deposited directly in the bank at the end of each day / after the event. Banking must be completed by a P&C Executive, Retail Manager or authorized Retail Assistant.	R – Staff member / Event coordinator A – Executive Committee C and I – P & C members and Volunteers

Legend	
R	Responsible
A	Accountable
C	Consulted
I	Informed

#### **4 Approval**

Any changes to this Policy and/or related documents must be approved at a FHSS P&C meeting.

#### **5 Review**

This policy will be reviewed upon any material change in operational practices or related documents. Otherwise, it will be reviewed triennially.

#### **6 Related documents**

- 1) Accounting Manual for P & C Associations, v5.2, March 2024
- 2) Code of Conduct – P & C Association Ferny Hills State School
- 3) *Education (General Provisions) Act 2006*
- 4) Daily Takings Statement
- 5) Float Request form.