Rationale:
To ensure the school implements internal control procedures to minimise risk and ensure accuracy of data transactions when receiving monies and processing payments.

Aims:
- To provide enhanced risk control and security over transactions
- To provide clear documentation of processes
- To provide enhanced services to debtors

Implementation:
- A locked, controlled access safe and secure cash drawer, also with controlled access, will be used to prevent any loss of cash from the school premises.
- A lockable ‘post box’ will be available to leave payments (in an envelope) at the office. This box will be checked by office staff several times during the day.
- Receipts will be entered onto CASES21 when received and original receipt issued stating the purpose of the remittance. In circumstances where this is not possible, a manual receipt can be issued. The receipt book should be reconciled to the CASES21 transactions when entered to ensure all receipts received by the school are banked.
- No receipt will be altered and no duplicate receipts issued. If an error has been made the receipt should be cancelled and the original of the incorrect receipt attached to the duplicate copy. If a duplicate receipt is requested, the receipt of money will be acknowledged by a typed note on school letterhead, (General Ledger receipts) or by providing a Family or Sundry Debtor Statement showing the receipt of the money.
- Personal cheques are not to be cashed under any circumstances.
- Money received in the classroom will be sent to the school administration office and receipted by administration staff. Receipts are to be printed and returned to the classroom teacher to be returned to the student.
- Electronic receipts, manual receipts or EFTPOS receipts – individual official receipt issued. Receipts and cash submitted to general office for reconciliation and banking. All documentation to be stored securely.

Evaluation:
Procedures should be reviewed every 3 years
Regular revision of associated costs should be undertaken by the finance committee

References:
CASES21 Finance Guide – Internal Control