

SCHOOL FAIR CASH-HANDLING POLICY & PROTOCOLS

Rationale

The Birralelee Primary School Fair will be a large commercial event with multiple stalls so it requires specific cash-handling measures.

Aim

- To ensure the security of, and accountability for, all cash transactions at the Fair.
- To minimise exposure to risk for staff and volunteers who handle cash.

Implementation

1. Prior to the commencement of the Fair, those responsible for distributing and collecting cash will be identified to the stall-holders. They will be issued with identification lanyards.
2. Prior to the commencement of the Fair, the Fair Sub-committee Treasurer, in the presence of a nominated Fair Sub-committee member, will count change into each stall's cashbox and record these amounts onto each stall's Account Sheet which will remain in the administration area.
3. All stalls with cashboxes will be supervised by two adults at all times.
4. To track each stall's income, collected cash will be counted and recorded on each stall's Account Sheet.
5. Excess cash and large notes should be placed in a moneybag identifiable by the name of the stall.
6. Throughout the Fair, the Fair Sub-committee Treasurer (or a nominated officer) accompanied by a security person, will collect the excess cash in the named bags and deliver change to the stalls, as needed.
7. Stall Site Managers, with radio communication, will visit each school-run stall on a 15 minute rotation to relay any necessary information between the stall and the Fair Sub-committee member, to collect cash or supervise the delivery of change to the stall.
8. If cash needs to be collected urgently or change is needed, the Stall Site Managers shall inform the Fair Sub-committee member for assistance.
9. No cash is to be removed from a stall by any person other than the Fair Sub-committee Treasurer or their nominated officer.
10. All cash collected will be taken to the secure administration area and supervised by at least two people including; the Office Manager, Principal, Assistant Principal or Fair Sub-committee Treasurer (or nominated officer).
11. At the end of the day of the Fair, the cash will be deposited in the school safe by two adults, one being either the Office Manager, Principal or Assistant Principal and the other, the Treasurer of the Fair Sub-committee or nominated officer.
12. As soon as is practicable after the Fair, the Office Manager and Treasurer of the Fair Sub-committee will remove the cash from the school safe. Supervised by the Office Manager and Fair Sub-committee Treasurer, a nominated team (working in pairs) will count the cash and record the amounts on a 'Money Collection Sheet'. Each count must be verified by the second person in each pair, then the money will be secured in the safe.
13. The key to the school safe will be held by the Birralelee PS Principal, Assistant Principal or Office Manager.
14. The Money Collection Sheet will be completed and signed by the Treasurer of the Fair Sub-Committee and countersigned by the Office Manager.
15. The Office Manager will receipt the balance of cash onto CASES21 (the financial software package mandated by The Victorian Department of Education).
16. The Office Manager, accompanied by the Fair Sub-committee Treasurer, will bank the cash into the Daily Operating Account on the next working day.

Evaluation

This policy will be reviewed as part of the School's three year review cycle.