

# Cash and Receipting Policy (2025)

## Policy Statement

To detail the accurate and timely process for handling all cash received by Westall Secondary College, so that risk to office staff and the College is minimised.

<b>Guidelines</b>	<b>Program</b>
1.1 The collection of funds must be supported by adequate records detailing their collection and deposit.	2.1 Receipting is to be done on a daily basis.
1.2 it is imperative that controls are in place such that the funds are properly safeguarded, accounted for and documented.	2.2.1 Separate Batches are to be prepared - one containing EFTPOS and one for Cash/Cheques, one for Compass payments.
1.3 The collection of funds must be supported by adequate records detailing their collection and deposit.	2.3 Update Batches at the end of the day.
1.4 Care for the EFTPOS MACHINE and its security will be the responsibility of the Accounts Receivable.	2.4 EFTPOS Machine is to be charged up every night and Placed in the Security Room.  EFTPOS Machine is not to be left unattended at any time.
1.5 Cash is to be kept secure at all times and is only to be receipted and counted in the Receipting Room	2.5 Cash drawer is to be locked at all times.  Cash is to be banked exactly as it is received. (Change is not to be given from the cash received).  Apart from Batches being updated on a daily basis – any Unprocessed Batches are to be updated at the end of the day on the last working day of each month.  Cash takings are to be banked by 2 people.

### Evaluation

This policy will be reviewed as part of the school's 3 year cycle or as required by developments in relevant legislation.

**Policy drafted by:**

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**Date ratified by school council:**

23/10/2024