

# **Tarro P&C Treasurers Operational Guide and Cash Handling Policy**

***The protocols outlined in this policy are MANDATORY.***

**The Treasurer/Delegate Officer MUST with due diligence, undertake the following:-**

- Ensure “Operational Guide for P&C Treasurers” is followed.
- Ensure, Ledger/Management Report for all payments (Expenditure) is clearly matched to a supplier’s name, with date issued and cheque number. This is MANDATORY. Failure to comply will generate an automatic and immediate search and review of all P&C accounts and finances within 24 hours by P&C Executive Members in consultation with Principal.
- Ensure all Income received is clearly matched to a specific event, with date and amount recorded. This is MANDATORY. Failure to comply will generate an automatic and immediate search and review of all P&C accounts and finances within 24 hours by P&C Executive Members in consultation with Principal.

**All P&C Executive members MUST with due diligence, undertake the following:-**

- Be aware of and familiar with the “Operational Guide for P&C Treasurers” and requirements stated within.

## **Accounts, Deposit/Cheque Books and Financial Ledger Security**

- All P&C deposit books, cheque books, accounts books and financial records etc will be kept under lock and key in the School Office in a secure filing cabinet.
- No filing cabinet, office or school keys to be issued to any P&C members.
- Access to account books/ledger etc by request to Principal or SAM on the day.
- All P&C deposit books, cheque books, accounts books and financial records etc to be kept on school site at all times and not to be taken home with the exception of the Friday prior to next P&C meeting when books can be taken home for the preparation of a P&C Treasures Report.
- All books to be immediately returned to secure school filing cabinet after P&C Meeting.

## **Cash Float for Canteen**

- Amount of Canteen Cash Float is determined through a P&C meeting and recorded on the minutes.
- Volunteers operating the canteen must count and sign for the Cash Float as being “true and correct” before taking float to the canteen.
- Cash counting must take place in the office for safety and security reasons.
- At end of canteen shift, Cash Float counted and signed back into the office, while in the office, for safety and security reasons.
- Both amounts **MUST BALANCE**.
- Cash Float then secured in office and clearly marked as Canteen Cash Float.

- Immediate action to be taken by P&C Executive in consultation with Principal if amounts do not match.

### **Cash Floats for Special Events**

- Amount of Special Event Cash Float is determined through a P&C meeting and recorded on the minutes.
- Volunteers operating the Special Event must count and sign for the Cash Float as being “true and correct” before taking float to the Special Event.
- Cash counting must take place in the office for safety and security reasons.
- At end of canteen shift, Cash Float counted and signed back into the office while in the office safety and security reasons.
- Both amounts MUST BALANCE.
- Cash Float then secured in office and clearly marked as Cash Float Canteen.
- Immediate action to be taken by P&C Executive in consultation with Principal if amounts do not match.

### **Secure Banking System (Westpac)**

- A Secure Banking System will be used which matches the schools best practice.
- DEC’s official banking provider is Westpac.

### **Steps**

1. Money is counted in the office by two P&C Executive.
  2. Deposit form completed and copy made for records.
  3. Money placed in the Westpac Secure Banking Pocket with all relevant P&C account details with any additional P&C cheques required for banking etc.
  4. This process MUST BE COMPLETED by Thursday morning.
  5. Money securely collected from the office on Thursday afternoon by security guard.
  6. Money banked Thursday.
  7. On Friday morning, print out a bank statement to verify actual money banked.
  8. A bank reconciliation statement must be printed out for each individual month to be presented at P&C meeting WITHOUT EXCEPTION.
- Immediate action to be taken by P&C Executive in consultation with Principal if amounts do not match, or failure to provide statements, or failure to comply with the above Secure Banking System practices.

### **P&C URL for further “Fact Sheets and Resources”**

**<http://www.pandc.org.au/>**