



Mt Cotton State School Parents & Citizens' Association



POLICY MONEY HANDLING

Policy Statement

Mt Cotton State School P&C Association (P&C) is a group of community minded people, parents and citizens, who formally take on the role to promote the interests, and facilitate the development and further improvement of Mt Cotton State School and all its students. To carry out this role, the P&C undertakes many and varied fundraising activities which may include outside of school business hours and at times, management of considerable money amounts.

Policy Aim

The Mt Cotton State School P&C Association's aim is to provide a safe and secure environment for the organisers and volunteers, and a clear money handling process during and after events.

Policy for every event

Prior

- Prior to an event commencement, two (minimum) money handling P&C representatives are to be identified. Floats are then confirmed, and placed in the designated money handling area for the event, preferably in a secured tin or draw.
- A money storage area must also be identified for possible collections during the event, and for money counting after the event.
- Any money collection during an event is undertaken using a discreet transport bag, and money is then be stored in a secured area.
- With approval from MCSS Principal, a decision must be made regarding handling/storage of money after the event i.e. immediately deposited in the bank, stored overnight in the school strong room, arrangement for a security company for money collection agency.

During

- Only the identified P&C representatives are to collect cash (as required). This is to ensure unnecessary volumes are not maintained in the money handling area at any one time. Two P&C representatives must always be present whilst cash is be collected, secured and transferred to the designated area.

Completion

- Once the event is confirmed closed, the identified P&C representatives are to collect, secure and transfer all monies immediately to the designated money storage area.
- Cash counting is to commence as soon as possible. This is be done by a minimum of two designated P&C representatives (this can be newly identified P&C representatives) within the designated room. No unauthorised people must be in attendance during this time.
- Once money is counted, it is to be placed in a banking bag, sealed, and witnessed. Money is then stored as per previously agreed process.





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Theft of Money

Risk Treatment

- MCSS P&C Executive, with MCSS Principal, will nominate a small group of P&C representatives each year to be responsible for the handling, collection, and counting of money during any P&C fund raising event. With MCSS Management agreement, these can be updated throughout the year.
- A minimum of two identified P&C representatives will always be present when collecting and counting money.
- Money will be transported using a closed in/discreet bag as required.
- Where possible, the counting room will be located in an area not obvious to patrons.
- As determined by the MCSS P&C Executive and MCSS Management, an approved money collection service will be engaged for safe money collection and transport as required. The cost of the service will then be charged as an expense to the event.

Operation requirements for every event

- Locked money tins
- Discreet cash transport bag
- Locked money storage bag and storage area
- Designated counting room
- Bank deposit bags
- As agreed, prior arrangement of money collection service

Policy Review

This policy is to be reviewed each March, or prior to the AGM and then ratified at the new year's Annual General Meeting.

Reviewed: March 2021

Ratified: AGM – 10th March 2021

