

Purpose

Receipts are required for all transactions.

Guidelines

- Transactions must always be supported by a receipt.
- Care should be taken to ensure duplicate receipts are not issued for the same payment
- The school will not cash any personal cheques
- The school will adopt, wherever possible, procedures to reduce the amount of cash handled by staff members and reduce the risks associated with holding large amounts of cash on school premises
- All receipts will be reconciled on a weekly basis with bank deposits

Evaluation:

Ratified By Hume Valley School Council	February 2020
Review Date:	February 2021