



**FRENCHS FOREST PUBLIC SCHOOL
PARENTS & CITIZENS' ASSOCIATION**

ANN STREET, FRENCHS FOREST NSW 2086
T 02 9451 6353 F 02 9975 3082 E ffspandc@gmail.com
ABN 70 484 184 811

CASH HANDLING FOR SCHOOL FAIR - POLICY

POLICY SCOPE

This policy applies to the Frenchs Forest Public School Fair and other similar major fundraising events. A major fundraising event is considered one where at least \$5,000 is expected to be raised and cash will be handled on the day.

POLICY INTENTION

It is recognised that financial control of major fundraising events is important and accountability and security procedures are critical. These help mitigate financial risk to the P&C and risk to all parties involved in handling large sums of cash.

KEY PROCESSES FOR CASH HANDLING

1. The treasurer is to arrange an Assistant, all counting and transport of cash must be done by at least two people, including a member of the P&C Executive.
2. Any proposed float required should be approved at a P&C meeting with the Treasurer raising a motion and provide a breakdown of the proposed float.
3. Access to the School's strong room should be arranged by the Treasurer with the school, setup of floats to be done in the strong room.
4. A signoff sheet must be created by the Treasurer and each movement of cash to be signed by the Treasurer, Assistant and Stall holder.
5. Regular change deliveries and cash collections must occur throughout the day to minimise cash holding.
6. Cash collected to be signed for and sealed, but not counted until in a secure location.
7. Cash collected to be counted separately by at least 2 people, one of these must be a P&C Executive.
8. A separate count and deposit slip to be created for each stall - total cash received, net of float issued.
9. Collected cash to be stored in the strong room until the next working day.
10. Collected cash to be deposited on the first available working day, by 2 people including a P&C Executive.
11. Each stall to be recorded in the financials individually for separate visibility in the P&L for future years.

EXCEPTION CASES AND REVIEW

In the event that any exceptions are sought to this policy, these must be agreed and minuted at a P&C meeting.