



# GREENBANK STATE SCHOOL

## MONEY COLLECTION POLICY

UPDATED 10/07/2017

### Aim:

To ensure best practice procedures for secure receipt of monies at school.

### Procedure:

1. BPoint is our school's preferred method of payment. Please ensure that your unique CRN number and invoice number are entered in the description area when making payments with your credit card on the BPoint website <https://www.bpoint.com.au/payments/dete> to allow prompt receipting of monies to the correct activity and student. A confirmation of payment will be emailed to the email address entered.
  2. Credit Card payments are able to be phoned through to the office during school hours.
  3. EFTPOS payments are available via the money window on the below specified days and times.
  4. Students and parents may personally deliver money to the school in either of the following ways.
    - Through the money window of the school office, on Tuesday, Thursday or Friday between 8:00am and 11:00am. If required, it will be receipted and the receipt handed directly to the parent/student immediately. Alternatively, the money will be receipted in due process and the receipt sent to the classroom for distribution to the child.
- or**
- Bring the money to the school office and deposit it in the locked foyer money box. All money must be placed in a sealed envelope with the student's name, class and reason for payment **clearly marked** on the envelope
  - Please note that change under \$10.00 will be sent with the receipt to the classroom in a sealed envelope. If change is over \$10.00, a phone call will be made home from the office to determine how the change is to be handled. e.g. handed directly to student in an envelope or held in the office for parent/guardian to collect.

**Bulk money collection outside of school office:** This should be infrequent and prearranged with the BSM. All monies being collected on the school grounds **must be brought to the office to be banked or stored securely each day**. The event organiser, or representative, together with a second staff member must count, sign for and deliver the money to the office, so that it can be receipted immediately. The organiser will receive a copy of the receipt. At the end of the collection period, a report may be accessed from the BSM to indicate all money collected, including total received.

### Staff Responsibilities:

- Classroom teachers must ensure that all money brought to your classroom is sent immediately to the office with the student.
- All staff must ensure that all money **you** are collecting for any purpose is brought to the office Tuesday, Thursday or Friday for banking, **prior to 10:00am**, or to be stored securely.
- Classroom teachers must ensure that receipts are returned to students, as parents may use these receipts for taxation purposes.
- Office staff must ensure that money brought to the office is placed in the locked foyer money box by the student/parent, or they are asked to direct the student/parent to the money window.
- The Schools Officers must bank all money receipted at school on money collection days.

### Parent responsibilities:

- To ensure that all money sent to school with students is in a clearly marked envelope.
- To endeavour to check for receipts from your child each time you send payments to school.
- To feel free to approach the office by telephone or personally, to check past or current payments.

### Student Responsibilities:

- To ensure that all money brought to school is placed in the locked foyer money box or handed to the designated member of office staff through the money window.
- To ensure that all receipts are passed on to parent/guardian as soon as possible.