

## School Banking and Personal Security

At various times during the year Education Queensland schools receive and are required to bank significant sums of money from the sale of uniforms, text books etc.

The safety of the staff and the security of the money are important issues for school administration to manage.

### Important factors to consider are:

- Procedures for cash handling and security - to prevent opportunities for fraud or error
- The safe collection and transfer of cash e.g. from the school to the banking facility

### Procedures for Cash Security

Guidance on establishing your banking procedures can be found in:

- *FR-05: Accounting in Schools and other Centres*  
<http://education.qld.gov.au/corporate/doem/finances/fr-05000/fr-05000.htm> and the
- *School Accounting Manual* -  
<http://www.qed.qld.gov.au/finance/procedure/guidelines/sam/html/index.html>

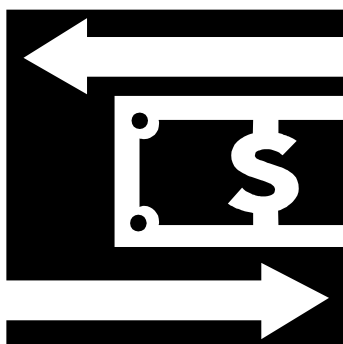
These guidelines should be used to develop collection processes that suit your school's needs.

Your District Senior Finance Officer is available to provide advice and guidance.

The most important factor to consider is the management of risks associated with collecting and banking large volumes of cash.

### Your school's procedures may include;

- Counting of money at each handover point
- Clearing excess cash from administration area frequently and randomly
- Counting cash in a secure room – or out of sight of pedestrian and other traffic
- Encouraging the use of cashless methods of payment including the use of cheques, credit and debit cards
- Issuing receipts for all cash payments by students and parents.



### Cash Transfer

Tamper proof bags can be used to minimise the opportunity or detect interference with banking during transit.

Tamper proof bags should be used in situations where the person who "couriers" the money to the bank is not the person who prepared the banking. Concerns of fraud or error on behalf of the courier are removed when the tamper proof bag arrives at the bank "in tact".

In small schools, where the administration staff prepare and courier the banking, tamper proof bags would be unnecessary. Counting the money at each handover point is still required.

### Ensure the following factors are considered;

- Assign more than one person to the task or rotate the task so that it is not always undertaken by the same person
- Use a bank close to your school
- Do not advertise the fact that you are carrying cash – e.g. don't carry a marked bank bag
- Vary the time and the route taken to the bank
- Confirm the return time of the person going to the bank – ensure they have a mobile phone with them.
- Consider type of transport to the bank and try to keep to busy areas; if using a taxi, order by phone and ask the operator to give you the number of the assigned cab and avoid using public transport
- Do not talk publicly about cash movements
- Train all staff involved in banking activities
- If using a safe, do not expose the cash until the safe is open
- School students should not be nominated to courier cash for banking purposes.

***In some circumstances it may be necessary to:***

- Make frequent random bank deposits in one day
- Use two staff members
- Use a professional cash collection or security service for very large sums of cash

**Training of staff**

- Train staff in cash management procedures that make cash both less visible and less accessible
- Communicate to staff that in the event of a robbery they should always hand over the money
- Advise staff to contact the police and the school immediately if there is any breach of security

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***Other Information***

**Single Use Tamper Proof Bank Bags**

- Approximately \$1 per bag (packs of 25 bags) if ordered direct by emailing [Qgbc@cba.com.au](mailto:Qgbc@cba.com.au)
- Provide quantity and delivery instructions. The order can be sent direct to the school, closest CBA branch or district office for collection. (no charge for delivery)
- Quote a bank account number for direct debit for cost of bags.
- Ordering through a branch costs approximately \$1.80 per bag

**Multi-Use Tamper Proof Bank Bags**

- from \$7 each (sizes vary e.g. A4 and A3)
- see Yellow Pages – Security – Seals

**Education Queensland Finance Branch Website:** <http://www.qed.qld.gov.au/finance/>

**Department of Education Manual – AM:10 – School Security:**

<http://education.qld.gov.au/corporate/doem/assetman/am-10000/sections/procedur.htm#9.1>

**Workplace Health & Safety Queensland Resources**

e.g. *Personal Security in the Retail Industry* <http://www.whs.qld.gov.au/guide/gde15v1.pdf>