



Cash Handling Policy

Purpose: To ensure all cash is handled securely and transparently, in line with good practice for a PTA operating as a charity.

1. CASH HANDLING AT EVENTS

To keep things clear and accountable:

1.1. DURING THE EVENT

- Ideally, two adults should be present when handling or counting cash.
- Cash should not be left unattended.

1.2. COUNTING CASH

- Cash should be counted on the same day whenever possible.
- Two adults should count together and agree the total.
- The total should be written down immediately.

1.3. STORING AND BANKING CASH

- Cash should be kept securely in the school's safe until it can be banked.
- Cash should be banked as soon as practical, ideally within a few days.
- The Treasurer should log the income as part of the PTA's finance records.

2. FINANCIAL TRANSPARENCY

- All income is recorded in the PTA accounts.
- Records are viewed at committee meetings
- A summary is shared in the AGM
- This supports good governance and our responsibility as a charity.

3. REVIEW OF THIS POLICY

This policy should be reviewed annually or when the PTA's charitable procedures or status changes.

4. POLICY CONTROL

Version	Date	Details
1.0	15 May 2026	Policy Adopted