



INTERNAL CONTROLS

Revised May 2016

Introduction

Somers Primary School believes that tight internal controls are necessary to ensure good financial management.

Aims

- To ensure all monies are handled and stored securely at all times.
- To ensure all payments are centrally processed and receipted.
- To ensure step-by-step purchasing procedures are adhered to at all times.

Implementation

The School has been keyed with a security system.

All monies taken during the day are either banked or placed into the safe.

All monies taken in the classroom are delivered to the office in the money pouch on a daily basis. All monies handed in to the classroom teacher are delivered by two children to the office as soon after 9.00 am as practical.

Grade payment sheets are kept in the office.

When bringing monies to the office:

- The Outside School Hours Care monies are receipted at the office.
- All monies are receipted through the Official Bank Account.
- Should the Office Staff be absent, all monies will be locked in the store room.

The Principal and Business Manager have access to the security safe.

The Principal shall sign all orders. In the Principal's absence, a secondary signatory will be able to sign. The Principal will countersign this signature on return.

It is the responsibility of the person ordering goods to check delivery of goods and sign for payment.

Each invoice should be marked 'OK to pay' or similar assuming all goods have been received. An original invoice must accompany requests for payment.

Evaluation

Evaluation, as always, comes with the regular DEECD School Financial Audit.