



JAMES ERSKINE PUBLIC SCHOOL

MONEY COLLECTION POLICY STATEMENT

Rationale

James Erskine Public School adheres to the principles and instructions of the Department of Education and Training Manual in the management and collection of money for educational activities.

Aim

- To operate a structured but simple collection process
- To have a money collection process that has a clear, defined money trail
- Satisfy all audit requirements

Implementation

- **All money for excursions, part payments, voluntary contributions, class events and equipment must be forwarded to school in an envelope with the student's name, class and reason for payment clearly marked.**
- Payments can be paid online by accessing the school website and clicking on the **\$Make a Payment** tab. This tab will link you to Westpac Banks secure website. Permission notes need to be completed, the online receipt number recorded and returned to the school office the following day.
Please note: that payments must be made before 6pm for the school to receive notification the next day. After 6pm there will be a delay of one day for the school to receive notification.
- Payments and permission notes for school events must be placed in **one** envelope when making payments to School. P&C and Canteen payments must be placed in individual envelopes..
- The correct amount for events must be sent to the school because we **do not** maintain a cash float to make change.
- Payments made by cheque must be made payable to *James Erskine Public School*. For any cheque that is dishonoured, the fees charged will be passed onto the parent/s involved.
- Payments made by cheque for the P& C must be made payable to James Erskine Public School P&C Association.
- A last date for payment will be given in every instance on the permission note that money is required to be paid. Payments must be made by the closing date of any excursion or event. Any late payment deposited after the closing day will be deemed late and returned home.

- In the event parents/guardians are unable to pay by the required deadline they should contact the school office to make arrangements for late payment. This is necessary to allow accurate and efficient planning to proceed.
- No late payments can be accepted unless prior arrangements have been made.
- All envelopes containing money should be placed in the maroon secure money collection box in the foyer of school office in the administration block **between 8.30am and 3.00pm, Monday to Friday.**
- The secure money collection box will be emptied routinely each day and **money will not be left in the box overnight.**
- To minimise loss or confusion, **no** monies should be handed to office staff.
- Envelopes will be opened, checked and receipted by Administration staff.
- All monies will be receipted to the individual child with the exceptions of bookclub and fundraising being receipted as bulk amounts to the organising teacher.
- Should an event have limited spaces, the office staff will number each payment in the order they are received at the front office.
- It is necessary for parents/guardians to ***always provide individual permission notes*** for each student, ***returning them in the envelope with the payment.***
- The payment of large amounts, such as camp, will always have a basic instalment plan option. However, should you require a more specific arrangement, please contact the Administrative Manager.
- In the event, that an individual payment plan is arranged, this plan needs to be adhered to.
- P & C money can be placed in the blue secured money collection box in the foyer of school office in the administration block.
- Some events and excursions have fixed transport or minimum payment costs that make refunds impossible. Wherever possible the school will credit payments when a student does not participate in an activity because of illness or misadventure.

Please contact the school office with any queries 02 9834 3009.