Cranbourne West Primary School No. 5189
REFUND/PETTY CASH POLICY

GENERAL STATEMENT:
From time to time members of the Cranbourne West Primary School will require, for various reasons, a full or partial refund of monies paid to or on behalf of the school.

IMPLEMENTATION GUIDELINES:

BOOKLISTS
Students transferring to another school will be refunded their booklist payment as follows:
- Individual items received in stationery pack will not be refunded.
- Proportion of remainder of payment ($140 for 2009 and 2010) will be calculated according to the date of transfer, i.e. end of term 1 will receive 75% of remainder of payment, end of term 2 50% of remainder of payment and end of term 3 25% of remainder of payment.

EMA
At the completion of each year in December, parents can either receive their balance in cash or opt to rollover the balance to the following year. This choice is made at the time of application for EMA. Other expenditure items paid for via EMA requiring a refund must be in the form of cash. Reversals cannot be made back into the EMA ledger held on parents’ behalf.

CAMPS
If a student has paid for, but not attended, camp, the refund is at the discretion of the camp co-ordinator depending on the circumstances. On completion of all receipts and expenses, if the balance of the camp exceeds $10 per student, parents are to be reimbursed for their share of the balance.

STAFF REFUNDS FOR PURCHASES
Evidence of purchases in the form of appropriate receipts, with GST details included, will be refunded via direct credit into staff members’ bank accounts. These will be processed on a monthly basis or more frequently when possible. Receipts must be attached to an order signed by the budget leader.

EFTPOS
No refunds can be provided by EFTPOS.

PETTY CASH
Petty cash is provided for postage items only. [Maximum of $50-]

EVALUATION:
This policy will be reviewed on a three year cyclic basis.