



Spencer Park Primary School Money Collection Procedure

The class room teacher will be required to collect money for a variety of reasons. Therefore the teacher shall have a **Class Money Collection Book** which includes a list of all class students.

The following procedure to apply:

- Collect money as soon as possible in the morning, recording date, reason for collection, for example, Museum (excursion is not acceptable) and placing amount against child's name.

CLASS LIST	13.2.96 Swimming	26.3.96 Museum
P. Smith	\$2.00	\$3.50
G. Allan	\$2.00	\$3.00

- If more than one class involved please use the same name for excursion.
- Daily tallies should be collated accurately and recorded at the bottom of the column.
- Money books should be sent to the office prior to 10.00am ON THE DAY the money is received.

Note:

1. **No money should be kept in classes over night or throughout the day.**
2. Please asterix (*) near the amount, that includes money for fellow siblings.