



# CASH HANDLING

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## Help for non-English speakers

If you need help to understand the information in this policy please contact Whittlesea Primary School on 97162140 and [whittlesea.ps@education.vic.gov.au](mailto:whittlesea.ps@education.vic.gov.au)

## PURPOSE

Whittlesea Primary School is committed to ensuring that cash handling practices are consistent and transparent across the school.

Whittlesea Primary School will implement the measures outlined below, in accordance with Department guidelines. This policy intends to safeguard and protect the staff involved in the receipting and collection of monies and minimise the risks associated with cash handling.

It is recommended that schools investigate non-cash receipt options as a part of their risk minimisation.

## SCOPE

This policy applies to all school staff or volunteers involved in handling cash on behalf of Whittlesea Primary School.

## POLICY

### Roles and responsibilities of staff

At Whittlesea Primary School our office staff and Business Manager are responsible for managing cash at our school.

Where possible, segregation of duties will be maintained so that no individual will be responsible for more than one of the following:

- receipting of cash and issuing receipts
- preparing the banking
- taking the monies to the bank
- completion of the bank reconciliation

## **Storage of cash**

Monies are to be kept in either a controlled access safe or cash drawer during the day. If funds are kept on the premises overnight, they must be locked in our school's secured safe.

No monies are to be kept in classrooms or left at school during holiday periods.

All monies that are collected in the classroom will be forwarded to the office by 10 am day of collection.

Money collected away from the classroom or general office (e.g. SRC out of uniform days, Christmas carnival) is to be handed to the office on the day of receipt unless circumstances make this impracticable. Money received away from the office must be double counted at the point of collection and a control receipt issued before it is provided to the office for banking.

## **Records and receipting**

All receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds.

Monies received from the classroom will be entered into CASES21

Where monies are received over the counter at the office they will be entered into CASES21 and an official receipt issued upon request.

A CASES21 bank deposit slip will be printed and reconciled with total receipts for the day and with the total of cash to be banked. Cash is double counted and a Cash Tally Form will be signed by BM and office staff. A copy of bank deposit number and Cash Tally Form will be kept for audit purposes.

This process ensures a segregation of duties between the person who has completed the receipting and the person who is counting the cash for banking.

Cash Funds are to be banked in a timely manner and at different times of the day.

No receipt is to be altered. Where a mistake is made approval must be sought before reversing the incorrect receipt. Copies of the incorrect receipt should be retained with details of why it was reversed.

Prior to a receipt batch being updated a receipt can be reprinted if necessary. The word REPRINT appears on the receipt. After the batch has been updated, if a copy of the receipt is requested the Family Statement, Family Matching Transactions Report or the Family Transaction History can be printed.

## **Cheques**

No personal cheques are to be cashed.

## **Fundraising**

Two parents/staff will be designated as 'Responsible Persons' for all school fundraising or sanctioned events for the collection of monies. The Responsible Persons will be required to complete and sign the Cash Tally Form and cross reference this with Administration staff

## **Reporting concerns**

Discrepancies that cannot be accounted for must be reported to the Principal.

All cases of suspected or actual theft of money, fraud, misappropriation or corruption are to be reported to the Executive Director, Audit and Risk Division by email addressed to: [fraud.control@edumail.vic.gov.au](mailto:fraud.control@edumail.vic.gov.au)

## **COMMUNICATION**

This policy will be communicated to our staff in the following ways:

- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings

## FURTHER INFORMATION AND RESOURCES

- [School Financial Guidelines](#)
- **Finance Manual for Victorian Government Schools**
  - [Section 3 Risk Management](#)
  - [Section 4 Internal Controls](#)
  - [Section 10 Receivables Management and Cash Handling](#)

## EVALUATION

This policy will be reviewed annually by School Council to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with Finance subcommittee and school council.

## REVIEW CYCLE

Policy last reviewed	July 2024
Approved by	School Council
Next scheduled review date	March 2025