

1. PURPOSE

The purpose of the Cash Handling Policy is to:

- Ensure that cash handling practices are consistent and transparent across the school
- Safeguard and protect the staff involved in the receipting and collection of monies and minimise the risks associated with cash handling by implementing measures in accordance with Department guidelines

2. GUIDELINES

- At Athol Road 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
- If this is not possible due to a lack of available staff, the department's 'Segregation of Duties – Cash Checklist' will be implemented and signed off for audit purposes
- Monies are to be kept in a controlled access cash drawer during the day which is cleared on a daily basis and locked in a controlled access safe overnight
- No monies are to be kept in learning spaces or left at school during the school holiday periods
- The school will not cash personal cheques
- Discrepancies which 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@education.vic.gov.au

3. IMPLEMENTATION

- All monies that are collected in the learning spaces are to be forwarded to the office in the plastic zip lock bag by the teacher by 9.15am each morning
- Money collected away from the learning spaces or general office eg. canteen 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.
- Money from fundraising activities such as Family BBQ must be collected by two designated staff members who will complete the 'Cash Handling Authorised Form Fundraising Collection' and handed to the General Office on the day of receipt. The collection must be recorded with the collected amount, staff name, activity and date collected. This record must be signed by the office staff.
- All receipts are to be processed in Cases21 as quickly as practicable after receiving the funds
- Monies received from learning spaces will be entered into CASES21 and receipts handed out to students within 48 hours
- Where monies are received over the counter at the general office they will be entered into CASES21 and an official receipt issued immediately to the payer
- A CASES21 bank deposit slip will be printed and reconciled with the total receipts for the day and with the total of cash/cheques to be banked
- Funds are to be banked as soon as practicable through Armaguard Services
- 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
- All cheques received by mail are to be entered into a remittance book and all cheques which have not already been crossed 'not negotiable' are to be crossed as soon as they are received
- Batches with receipted cash or cheques are to be closed each Wednesday and Friday or when the total reaches \$2 000.

- Two staff members to confirm the amount being deposited and prepared for collection. Stamped deposit slips to be filed by date and kept for recommended time ie 7 years
- The Business Manager or delegate to communicate with cheque drawer regarding any dishonoured cheques as notified by the bank. Efforts should be made to recover bank charges from the drawer.

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

COMMUNICATION

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

- Staff induction processes
- Staff handbook/manual
- Staff briefings/meetings as required
- Hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2025
Approved by	School Council
Next scheduled review date	March 2026