

CASH HANDLING POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact school administration.

PURPOSE

Birralelee PS is committed to ensuring that cash handling practices are consistent and transparent across the school.

Birralelee PS 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.

SCOPE

This policy applies to all school staff or volunteers involved in handling cash on behalf of Birralelee PS.

POLICY

Roles and responsibilities of staff

At Birralelee PS, our Business Manager and office support staff 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 money to the bank
- completion of the bank reconciliation

If this is not possible due to lack of available staff, the Department's "Segregation of Duties – Cash Checklist" will be implemented and signed off for audit purposes.

Storage of cash

Money is 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 money is to be kept in classrooms or left at school during holiday periods.

All money that is collected in the classroom will be forwarded to the office by the responsible teacher as soon as possible after collection.

Money collected away from the classroom or general office (e.g., the canteen or fundraising) 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.

Money received from the classroom will be entered into CASES21 and receipts returned to the classroom to be handed out to students within 48 hours.

Where money is received over the counter at the office, it 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 total receipts for the day and with the total of cash/cheques to be banked.

Funds may be banked at a time period applicable to our school when staffing limitations allow staff to leave the premises.

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.

All cheques received by mail are to be entered in a remittance book, and all cheques, which have not already been crossed 'not negotiable,' should be crossed as soon as they are received.

Fundraising

Two parents or staff members will be designated as 'Responsible Persons' for all school fundraising events or other approved events where money may be collected, e.g., Fun Day. The forms which will be completed are 'Cash Handling Authorised Form Fundraising Collection.'

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@education.vic.gov.au

COMMUNICATION

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

- Included in staff induction processes and staff training
- Discussed at staff briefings or meeting

FURTHER INFORMATION AND RESOURCES

- **Finance Manual for Victorian Government Schools**
 - Section 3 Risk Management
 - Section 4 Internal Controls
 - Section 10 Receivables Management and Cash Handling

EVALUATION

School Council will annually review this policy to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with Administration Staff, Leadership Team, Finance subcommittee and School Council.

POLICY REVIEW AND APPROVAL

Policy last reviewed	12/12/2022
Approved by	School Council
Next scheduled review date	November 2023