



Stanhope Primary School

Learning • Success • Respect • Citizenship



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Cash Handling Policy

Purpose:

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

Stanhope 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.

Aims:

- Minimise risk and protect staff involved in receipting and collection of cash.
- Provide a clear set of cash handling procedures to ensure all cash is receipted and recorded in CASES21 intact and in a timely manner.
- Provide clear understanding of the process and ensure it aligns with Department policy and guidelines.

Scope:

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

Implementation:

- No monies are to be kept in classrooms.
- All receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds.
- Segregation of duties will be maintained so that where possible no individual has the responsibility 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 lack of available staff, Segregation of Duties – Cash Checklist will be implemented and signed off for audit purposes.
- All monies collected in the classroom will be forwarded to the office in the plastic pockets (zip bag, etc.) provided to each teacher/classroom as soon as possible after collection.
- 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 as soon as practicable to the payer.
- Money collected away from the classroom or general office is to be handed to the office on the day of receipt unless circumstances make this impracticable.
- Money received away from the office (e.g. Parent's Club) is to be double counted at the point of collection and a control receipt issued.
- Two parents/staff will be designated as 'Responsible Persons' for all school fundraising or sanctioned events for the collection of monies. Form/s to be completed.
- No personal cheques are to be cashed.
- All cheques received by mail are to be entered on a cash receipt form, and all cheques, which have not already been crossed "not negotiable", should be crossed as soon as they are received.
- 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 the secured safe.
- CASES21 bank deposit slip to be printed and reconciled with total receipts for the day and with the total of cash / cheques to be banked.
- Any funds are to be banked twice per week and at different times of the day.
- No monies are to be left on the premises over the school vacation periods.
- 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.
- 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 fraud.control@edumail.vic.gov.au

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 the Business Manager, Finance Sub-Committee and School Council.

References:

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

Available from:

<https://www2.education.vic.gov.au/pal/finance-manual/guidance>

This policy was last ratified by School Council:

By: _____ **Date:** _____
(School Council President)