



CASH HANDLING POLICY



Help for non-English speakers. If you need help to understand the information in this policy please contact the school office on 9570 3525

RATIONALE:

The school will implement the measures outlined below, in accordance with Department guidelines, to safeguard and protect the staff involved in receipting and collection of monies and minimise the risks associated with cash handling

PURPOSE

- Minimise risk and protect staff/responsible persons 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 Departmental policy and guidelines.
- Follow DET's values of Accountability, Human Right, Impartiality, Integrity, Leadership, Respect and Responsiveness.

Implementation:

Collection

- All receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds.
- Receipts cannot be altered.
- 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 bankIf this is not possible due to lack of available staff, Segregation of Duties – Cash Checklist will be implemented and signed off for audit purposes. See attachment
- Where monies are received over the counter at the office, they will be entered into CASES21 and an official receipt issued to the payer.
- Money collected away from the classroom or general office is to be handed to the Business Manager on the day of receipt unless circumstances make this impracticable.

- Money received away from the office (e.g. Farmers Market) is to be double counted at the point of collection.
- Two parents/staff will be designated as 'Responsible Persons' for all school fundraising or sanctioned events for the collection of monies.
- Cheques will not be accepted.
- 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. Access to the safe is to be restricted to the Office staff, Business Manager and Principal Class.
- Settlement of the EFTPOS terminal will be performed overnight. These transactions to be entered onto C21 on the next business day and cross checked and signed by a person other than the receiptor.
- CASES21 bank deposit slip to be printed and reconciled with total receipts for the day and with the total of cash to be banked.
- Funds are to be banked weekly. Banking is deposited in the bank by the Principal or Business manager varying routines to reduce risk.
- 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.
- Discrepancies that cannot be accounted for must be reported to the Principal.
- All cases of suspected or actual theft of money, fraud, misappropriation or corruptions are to be reported to the Principal and Executive Director, Audit and Risk Division, DET fraud.control@edumail.vic.gov.au

Evaluation

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

APPROVAL

Created date	February 2025
Endorsed by	Principal and School Council
School Council Ratification	17 March 2025
Next review date	March 2026

Document Status

Reviewed	School Council Ratification	Next Review
March Finance Subcommittee	17 March 2025 (Scheduled)	March 2026
March Finance Subcommittee		

Cash Handling Best Practice Controls

This check list should be read in conjunction with the [Finance Manual for Victorian Government Schools](#), [Internal Controls for Victorian Government Schools](#) and [Cash Handling Primer](#).

Check List	✓
General – this applies to ALL forms of cash handling	
School policy in place for collection of money	
School Council approval of the activity (e.g. parent payments, camps, fundraising activities)	
Develop Budgets - Revenue and Expenditure	
Investigate: (Cashless Options) • Ticket tokens • Payment apps • Portable EFTPOS machine • Third party providers – (e.g. Trybooking / Event Brite)	
Cash takings counted by two people	
Receipts issued from CASES21 immediately	
Banking completed / pick up arranged	
Profit and Loss reported to School Council – (where applicable)	
Trading Operations	
Acquisition of stock in accordance with DET policy – refer Section 3: Creditors	
Acquisition of assets in accordance with DET policy – refer Section 4: Assets	
Twice yearly stocktake (inventory) completed by two people	
Events	
Register of accountable documents (tickets)	
Register of items to be sold (chocolate drive)	
Authorisation form for sales of tickets or Items (not sold at the office)	
Float collection responsibility determined	
Float collection form signed – if required	
Cash collection form – during the event	
Camps & Excursions	
Class lists with cash receipts to be forwarded to office	