

## CASH HANDLING POLICY

### **PURPOSE:**

The purpose of this policy is to ensure that cash handling practices are consistent and transparent across the school.

### **SCOPE:**

This policy applies to all school cash transactions including, but not limited to, incoming and outgoing funds.

### **POLICY:**

- No monies are to be kept in classrooms.
- All receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds.
- All monies collected in the classroom will be forwarded to the office in plastic pockets (zip bag, etc.) provided to each teacher/classroom as soon as possible after collection. Packets must be labeled with the following:
  1. The date in which the money was originally receipted.
  2. What the money is being receipted for.
  3. Exactly how much money is in the packet.
  4. Who has receipted the money.
- Monies 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 monies are received over the counter at the office they will be entered into CASES21 and an official receipt issued immediately 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. Canteen) is to be double counted at the point of collection and a control receipt issued.
- 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.
- 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.
- Funds are to be banked weekly.
- 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 at the earliest practical time.
- 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](mailto:fraud.control@edumail.vic.gov.au)

**Evaluation:**

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

This policy was ratified by school council on: 23<sup>rd</sup> March 2021