



Reviewed: 29 April 2022

School Council Ratified: 10 May 2022

Next review: 2023

## Purpose

To ensure that cash handling practices are consistent and transparent across the school. Greenhills Primary School will implement the measures outlined below, in accordance with Department of Education and Training 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.

- 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, the mandatory system of record for all Victorian government schools to manage student and school administration processes, intact and in a timely manner.
- Provide clear understanding of the process and ensure it aligns with the Department of Education and Training's policy and guidelines.

## Policy Statement

Cash transactions are one of the most vulnerable processes at the school. The school will implement the measures outlined below, in accordance with the Department of Education and Training guidelines, to safeguard and protect the staff and volunteers involved in receipting and collection of monies and minimise the risks associated with cash handling.

## Staff Roles and Responsibilities

At Greenhills Primary School, our administration staff and Business Manager are responsible for managing cash.

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 lack of available staff, the Department of Education and Training's *Segregation of Duties – Cash Checklist* will be implemented and signed off for audit purposes.

## Storage of Cash

- 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 our school's secured safe.
- No monies are to be kept in classrooms or left in the school over the holiday period.
- All monies that are collected in the classroom are to be forwarded to the office in the communication bags provided to the classroom by the classroom teacher as soon as possible after collection.
- All receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds.
- Monies collected away from the classroom or the office is to be handed to the office on the day of receipt unless circumstances make this impracticable. Monies 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.



- Monies received from the classroom are to 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. Alternatively, a hand-written receipt must be provided to confirm payment.
- A CASES21 bank deposit slip must be printed and reconciled with total receipts for the day and with the total of cash/cheques to be banked.
- Monies are to be banked as soon as possible and at different times of the day.
- 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" must appear 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 Family Transaction History can be printed.

### Fundraising

- Two parents/staff must be designated as "Responsible Persons" for all school fundraising or sanctioned events for the collection of monies. Appropriate forms must be completed.

### Cheques

- No personal cheques are to be cashed.
- All cheques received by mail are to be entered in a remittance book, and all cheques that have not already been crossed "Not Negotiable" should be crossed as soon as they are received.

### Reporting Concerns

- Discrepancies that cannot be accounted for must be reported to the Principal.
- All cases of suspected or actual theft of monies, 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](mailto: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
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings

### Evaluation

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

### References

*Finance Manual for Victorian Government Schools:*

- Section 3: Risk Management
- Section 4: Internal Controls
- Section 10: Receivables Management and Cash Handling