

Cash Handling Policy

PURPOSE

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

Wurruk 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.

SCOPE

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

POLICY

Roles and responsibilities of staff

At Wurruk Primary School the Business Manager is responsible for managing cash at the school.

As the office is manned by only one administrative person the segregation of cash handling duties is not possible.

The Department's "Segregation of Duties – Cash Checklist" will instead be implemented and signed off for audit purposes.

Storage of cash

Monies are to be kept in a controlled access safe during the day. If funds are kept on the premises overnight, they must be locked in the secure safe in the school office.

No monies are to be kept in classrooms or left at school during holiday periods.

All monies to be collected at the school office.

All banking of money to be undertaken by the Business Manager or Principal.

Minimal cash to be kept on hand over the weekend and at the end of term all cash receipts must be banked.

Records and receipting

All receipts to be processed in CASES21 as quickly as practicable upon receiving the funds.

All monies received over the counter at the school office 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 and with the total cash/cheques to be banked.

Funds are to be banked daily if large amount of cash held or other convenient time period if minimal cash is held at school. Banking to be done at different times of the day.

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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

Fundraising monies collected away from the general office should be counted by two independent people (one being the Business Manager or Principal where possible). A cash handling form to be completed and signed by both parties.

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:

- . Will be distributed to staff by email.

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

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, Principal and School Council.

Wurruk Primary School/Kindergarten



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REVIEW CYCLE

Policy last reviewed	18 March 2024
Approved by	School Council
Next scheduled review date	March 2025