Cranbourne Carlisle Primary School

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CASH HANDLING POLICY

PURPOSE

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

Cranbourne Carlisle 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 Cranbourne Carlisle Primary School.

POLICY

Roles and responsibilities of staff

At Cranbourne Carlisle Primary School our Education Support Staff and on rare occasions Teachers are responsible for managing cash at our school.

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, counting coins and or notes

If this is not possible due to lack of available staff, the Department'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 at school during holiday periods.

All monies that are collected in the classroom will be forwarded to the office in zipped bags by the responsible teacher as soon as possible after collection – best practice is by 9.15am. Money inside the wallet should not be loose, but be placed in a sealed envelope and labelled. Teachers can opt in/out of recording payments on the check box sheet located inside the wallet, however teachers are advised this is preferred at Cranbourne Carlisle Primary School for recording and tracking purposes.

Money collected away from the classroom or general office eg Bookclub, Fundraising, Zooper Dooper sales is to be handed to the office on the day unless circumstances make this impracticable. Money 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 will be entered into CASES21. The receipt is then returned to the person responsible and issued to the student.

Money received over the counter at the office will be entered into CASES21 and an official receipt issued immediately to the payer.

When preparing a cash deposit a CASES21 Bank Deposit slip will be printed and reconciled with total receipts for the day, with the total of cash/cheques to be banked including EFTPOS.

Funds are to be banked upon receipt, however the timing of the physical cash deposit can depend on staff availability and the amount of cash to be banked. Where possible the cash will be taken to the bank in a timely manner, on different days and at different times.

No receipts are to be altered. Where a mistake is made approval must be sought before reversing an 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. Funds received electronically via Compass, BPay or Direct Deposit will be processed daily or as soon as practicable. Allocation of funds to the appropriate family, organisation or person will be completed in a timely manner and a receipt will be generated.

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

Two parents or staff members will be designated as 'Responsible Persons' for all school fundraising events or other approved events where monies may be collected, for example, concerts, bbq's, stalls etc. The Accounts Receivable Reconciliation Form which includes three signatures (one being staff member) is completed for compliance and internal control purposes.

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:

- Discussed at annual staff briefings/meetings

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 Administration Staff, Business Manager, the Principal, Finance Committee and School Council.

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2026
Approved by	School Council
Next scheduled review date	March 2027