



CASH HANDLING POLICY

PURPOSE

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

Wandin North 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 Wandin North Primary School.

POLICY

Roles and responsibilities of staff

At Wandin North Primary School our office support staff and Business Manager 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

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 during the day unless being transported to the bank. If funds are kept on the premises overnight, they must be locked in our school's secured safe. Access to the safe room is to be restricted.

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 money bags in classroom communication tubs by the classroom teacher as soon as possible after collection.

Monies 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. 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 will be entered into CASES21 and receipts returned to the classroom to be handed out to students as soon as possible. Receipts for moneys collected from classrooms will be completed daily.

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.

A CASES21 bank deposit slip will be printed and reconciled with total receipts for the day and with the total of cash/cheques to be banked. Bank deposit slips are to be prepared through CASES21 in duplicate. One copy is to be retained by the bank, the other copy is filled at the school for auditing purposes.

Funds are to be banked at least twice a week – more often if required - 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 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. All cheques which have not already been crossed “not negotiable” should be crossed as soon as they are received.

Fundraising

Parents or staff members who have been designated as ‘Responsible Persons’ and approved by the Principal and Business Manager for all school fundraising events or other approved events where monies may be collected, for example, Harvest Market, are required to complete the following forms:

- Fundraising Collection - Cash Handling Authorised Form
- Float Collection - Authorisation Form
- Cash Handling Best Practice Controls - Checklist

Reporting concerns

Any discrepancies must be reported to the Business Manager immediately for investigation.

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@edumail.vic.gov.au

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, Leadership Team, Finance subcommittee and School Council.

POLICY REVIEW AND APPROVAL

Policy last reviewed	10th February 2025
Approved by	Principal Paul Bailley 10 th February 2025 School Council 18 th February 2025
Next scheduled review date	February 2026