

POLICY: CASH HANDLING

DET

DATE: FEBRUARY 2020

REVIEW: FEBRUARY 2021

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## PURPOSE

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

Numurkah 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 Numurkah Primary School.

## POLICY

### Roles and responsibilities of staff

At Numurkah Primary School our Business Manager, Office Support staff and Trainee 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 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.

Students/Parents/Carers are encouraged to post their money into the office locked letterbox in the office counter.

Money collected away from the classroom or general office eg the canteen, Fete, Parents & Friends BBQ's is to be handed to the office on the day of receipt 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

Where monies are received over the counter at the office they will be entered into CASES21.

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.

Funds are to be banked daily if practical 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 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**

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, the eg school fete, Parents and Friends BBQ's. The forms which will be completed are Cash Handling Authorised Form Fundraising Collection Deposit. See form below

## **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@edumail.vic.gov.au](mailto:fraud.control@edumail.vic.gov.au)

## **FURTHER INFORMATION AND RESOURCES**

- [School Financial Guidelines](#)
- **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, Finance subcommittee and School Council

## **REVIEW CYCLE**

This policy was last updated on 17<sup>th</sup> February and is scheduled for review in February/2021.

**Numurkah Primary School Deposit**

Date: _____ Account Name: Numurkah Primary school Official Account Account Number 10051790		
	<b>Numurkah Primary School</b>	
	\$	100
	\$	50
	\$	20
	\$	10
	\$	5
	\$ -	
	\$	2
	\$	1
		50c
		20c
		10c
		5c
Total Coins	\$	
Total Notes	\$	
	<b>Total Cash</b> \$	
	<b>Total Cheques</b>	
	<b>Total Contained</b> \$	

Funds From		Amount
Processed by		
Checked by		
Batch Number		