



KINDNESS RESILIENCE RESPECT

# Cash Handling Policy

**Date Written: 2016**  
**School Council Ratified: February 2017**

**Review cycle: 1 year**  
**Next review: 2018**

## RATIONALE

Cash transactions are one of the most vulnerable areas of the school. To safeguard these assets, protect the staff involved in receipting and collection, and minimise the risks associated with cash handling, the school will implement the measures outlined below, in accordance with DET guidelines and best practice.

## AIMS

- To provide a well-managed system for the handling of cash within the school
- To minimise risk when handling cash
- To ensure all cash payments made are receipted in a timely manner and in accordance with DET guidelines

## IMPLEMENTATION

- All monies collected in the classrooms will be forwarded to the Office in the Pencil cases provided to each teacher.
- No cash is to be kept in the classroom.
- An official receipt will be issued immediately for all monies received over the counter at the office, and the original given to the payer.
- Receipts for all monies collected will be completed daily.
- Receipts cannot be altered.
- All cash is to be kept either in the secure cash drawer or the safe during the day. At the end of each day, any cash not banked must be secured in the safe. Access to the safe room is to be restricted.
- Prior to banking, all cash and cheques will be reconciled with receipts.
- EFTPOS settlement will be undertaken at the end of each day.
- All Direct Deposit banking to be processed and reconciled daily. (this includes QKR transactions)
- Banking is to be undertaken at least twice per week – more often if needed. Money will not be left at the school during school vacation periods.
- Bank deposit slips are to be prepared through CASES21 in duplicate. One copy is kept by the bank; the other copy is to be stamped by the bank, then filed at school for auditing purposes.
- The school will not cash personal cheques.
- The Administration team will prepare the banking and the Office Manager will double-count and do the banking (segregation of duties). Any discrepancies must be reported to the Business Manager immediately. Any discrepancies that cannot be accounted for must be reported to the Principal.
- Banking routines will differ to reduce risk.
- All cases of suspected or actual theft of money, fraud, misappropriation or corruptions are to be reported to the Principal and Executive Director, Audit and Risk Division, DET [fraud.control@edumail.vic.gov.au](mailto:fraud.control@edumail.vic.gov.au)

## EVALUATION

This policy will be reviewed on an annual basis and endorsed by School Council.