



## Cash Handling Policy

### Purpose

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

Hesket 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 Hesket Primary School.

### Policy

#### Roles and responsibilities of staff

- At Hesket Primary School our office support staff and Business Manager are responsible for managing cash at our school.
- The Finance Manager will be responsible for the following duties:
  - receipting of cash and issuing receipts
  - preparing the banking and taking the monies to the bank
  - completion of the bank reconciliation.
- The Admin Manager will be responsible for:
  - collection of monies in the Business Manager's absence
  - collecting, counting and recording fundraising monies.
- 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 the envelopes provided as soon as possible after collection.

#### 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.
- Where monies are received over the counter at the office they will be locked away securely until entered into CASES21 and an official receipt issued.
- Funds are to be banked as required.
- 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.

## Fundraising

- Two persons will be designated as 'Responsible Persons' for all school fundraising events or other approved events where monies may be collected, for example, the sausage sizzle. The form which will be completed is the Heskett Primary School Cash Collection Form.

## 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 was last updated on 21.5.19 and is scheduled for review in May 2021.
- This policy will be reviewed annually by School Council to confirm/enhance internal control procedures.