



# Bentleigh West Primary School

## CASH HANDLING POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact:

Tanya Elliott - [tanya.elliott@education.vic.gov.au](mailto:tanya.elliott@education.vic.gov.au)

### Purpose

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

Bentleigh West 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 Bentleigh West Primary School.

### Policy

#### Roles and responsibilities of staff

At Bentleigh West Primary School our Business Manager and support staff 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.

Teachers will be supplied a plastic wallet with their name and year level clearly visible at the beginning of the school year for the collection of all money. Teachers are to ask students to submit any money that they have for collection after the completion of the morning roll-call.

All money collected shall be placed inside the plastic wallet. Teachers shall send the plastic wallet into which money has been collected to the office by 9.15am each day.

Teachers are not to retain money in the classroom overnight for any reason whatsoever. In the event that a student submits money after the time designated in this policy, teachers must send it to the office immediately. When teachers receive envelopes with receipts they are to supply them to the relevant students in class.

Money collected away from the classroom or general office (e.g. in the canteen) 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.

Monies received from the classroom will be entered into CASES21 and receipts returned to the classroom to be handed out to students within 48 hours.

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.

Funds are to be banked on the same day where practicable 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 sausage sizzle at Twilight Sports. These responsible persons will need to complete a Cash Handling Authorised Receipt 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)

## Communication

This policy will be communicated to our staff in the following ways:

- Included in staff induction processes and staff training
- Discussed at annual staff briefings/meetings

## 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 the leadership team, Business Manager and School Council.

## Policy Review And Approval

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|----------------------------|----------------|
| Policy last reviewed       | February 2024  |
| Approved by                | School Council |
| Next scheduled review date | February 2025  |