CASH HANDLING POLICY 2025

Help for non-English speakers

If you need help to understand the information in this policy, please email the General Office cranbourne.east.sc@education.vic.gov.au.

PURPOSE

Cranbourne East Secondary College is committed to ensuring that cash handling practices are consistent and transparent across the school.

Cranbourne East Secondary College 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 Cranbourne East Secondary College.

POLICY

Roles and responsibilities of staff

At Cranbourne East Secondary College our Business Manager is 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.

All monies that are collected in the classroom will be forwarded to the office in the plastic zip lock bags as provided by the staff or students directed by staff as soon as possible after collection on the day of the event.

Money collected away from the classroom or general office e.g.: Administration assistant or staff offices and location to where the fundraising event is being held, 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 by the end of the working week and only under extenuating circumstances eg: distance or staffing limitations banking will be undertaken prior to end of month reconciliation.

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 designated as 'Responsible Persons' for all school fundraising events or other approved events where monies may be collected, for example, e.g.: Market day, Free dress day, Multicultural day, The forms which will be completed are Fundraising application form, fundraising checklist, Fundraising donation payment request, Fundraising float request form, Fundraising takings form (as applicable to the fundraiser).

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@education.vic.gov.au

COMMUNICATION

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

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

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	School Council
Next scheduled review date	February 2026 – minimum review cycle for this policy is 1 year