



CLIFTON HILL PRIMARY SCHOOL CASH HANDLING POLICY 2020

RATIONALE

Clifton Hill Primary School is able to accept and provide alternative payment methods to cash or cheque by utilising payments through Compass and direct deposits into our Bendigo Bank secure payment gateway wherever possible. Good physical safeguards, including a locked, controlled access safe are necessary to prevent any loss of cash from the school premises.

PURPOSE

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

Clifton Hill 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 Clifton Hill Primary School.

POLICY

Roles and responsibilities of staff

At Clifton Hill Primary School our Business Manager and Office Manager 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 a controlled access safe 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 a plastic zip lock bag by the classroom teacher, support teacher or integration aide as soon as possible after collection.

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Money collected away from the classroom or general office, ie. Canteen, is to be handed to the office on the day of receipt. 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 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. Bank deposit slips are prepared in duplicate. One copy is kept by the bank; the other copy is to be stamped by the bank and filed at school for auditing purposes.

Funds are to be banked daily 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.

Cheques

No personal cheques are to be cashed.

Dishonoured cheques are to be followed up promptly.

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 school fete, bush dance. A cash collection form will be completed after counting.

Reporting concerns

Discrepancies that cannot be accounted for must be reported to the Principal.

The school has a zero tolerance to fraud.

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

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](#)

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REVIEW CYCLE

This policy was last approved by school council in September 2020 and is scheduled for review in September 2021.

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