



Cash Handling Policy

PURPOSE

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

Langwarrin 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 Langwarrin Primary School.

POLICY

Roles and responsibilities of staff

At Langwarrin Primary School our Business Manager and office staff are responsible for managing cash.

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 orange plastic bags by the classroom teacher as soon as possible after collection.

Money collected away from the classroom or general office 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 in a timely manner (on the day, where possible) 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 Twilight Fair and Mother's and Father's Day stalls. The forms which will be completed are: *Cash Handling Authorised Form Fundraising – Collection*, *Cash Handling Authorised Form Fundraising – Sale of Items* and *Cash Handling Authorised Form Fundraising – Ticket Sales (Not at Office)*.

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

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following:

- [School Financial Guidelines](#)
- **Finance Manual for Victorian Government Schools**
 - [Section 3 Risk Management](#)
 - [Section 4 Internal Controls](#)
 - [Section 10 Receivables Management and Cash Handling](#)

REVIEW CYCLE

This policy will be reviewed annually by School Council to confirm/enhance internal control procedures. Proposed amendments will be discussed with consultation from administration staff and School Council.

This policy was last ratified by school council on 24th February 2021 and is scheduled for review in February 2022.

Segregation of Duties – Random Check of the Cash Handling Process

The prime method of ensuring this safeguard is to separate those responsibilities or duties which, if combined, would enable an individual person to process and record a complete transaction, such as ordering, receiving, approving and paying for goods.

Segregation of duties may appear difficult to achieve where a limited number of administrative staff are available for the accounting and finance function.

In very small school's principals (or nominee) are advised to randomly (minimum of 2 checks a term) verify the cash handling and the recording process has been correctly undertaken. Please keep a signed record of these random checks for audit purposes.

The form below can be used to conduct the random check for cash handling and retained for audit.

Deposit Amount:

C21 Batch Number/s:

Date:

	Steps to be checked	Process required (comments if needed)	Sighted/Check (√)
1.	Check how the money was received?		
2.	Check to see the reason for the amount received.		
3.	Check the amount of the sum received?		
4.	Was there a receipt processed for this amount/person?		
5.	Has the batch been finalised for banking?		
6.	Has the deposit slip been completed/banking finalised?		
7.	Have the funds been deposited at the bank?		
8.	Has the supporting documentation been filed appropriately?		

1. Was the money given to the teacher, collected by the Canteen/OHSC/Uniform Shop or paid in at the school office? If necessary, is there supporting documentation for the payment eg signed takings sheet to support the amount collected from Canteen; subsidiary receipts to support Uniform money; class cash lists?
2. Why was the money paid? Excursion, fundraising etc?
3. How much was received? Does the sum correspond to an outstanding invoice, or daily takings from sales? Eg (\$25 - \$25 lmax excursion). If not - is there a reason? Eg parent payment plan
4. Sight the receipt batch to display receipt.
5. Is the batch closed and finalised?
6. Has the deposit slip been completed? Banking/Cash checked and balanced with the amount on batch report.
7. Have the funds been deposited at the bank?
8. Is the batch and the deposit slip filed and accessible for audit purposes (appropriately)?

Signature of Principal/Nominee:

/ /2021



Cash Handling Authorised Form – Fundraising - Collection

Stall holder Name:

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Cash Collection

Total Amount Collected	\$
School Authorised Representative 1	Name: Signature:
School Authorised Representative 2	Name: Signature:

Date:/...../.....

NOTE: Two people are required to collect monies from stall holder/s during the fundraising event. This form must accompany all money being forwarded to the office for receipting.

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Office Use Only

CASES21 Receipt No.

Date received:/...../2021

Note: Please attach the CASES21 receipt to this form.



Cash Handling Authorised Form – Fundraising - Sale of Items

Event:

Family/Person (selling items)	Name:
Number of Items Collected	
School Authorised Representative	Name: Signature:

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Return of Unsold Items and Cash

Total Number of Items Sold	
Total Number of Items Unsold	
Total Amount Collected	\$
Family/Person Returning Items	Name:
School Authorised Representative	Name: Signature:

Date collected:/...../2021

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Office Use Only

CASES21 Receipt No.Date received:/...../2021

Please attach the CASES21 receipt to this form



Cash Handling Authorised Form – Fundraising – Ticket Sales (Not at Office)

Event:

Location for Ticket Sales	
Pre-Numbered Tickets (ticket number range) OR Record Actual Number of Tickets Allocated	
Authorised Offsite Representative	Name: Signature:

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Collection of Tickets and Cash (To be completed when collected)

Record the Number of Tickets Sold	
Record the Number of Tickets Unsold	
Total Amount Collected	\$
Authorised Offsite Representative	Name: Signature:
School Authorised Representative (Completed upon collection)	Name: Signature:

Date collected:/...../2021

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Office Use Only

CASES21 Receipt No.

Date received:/...../2021

Please attach the CASES21 receipt to this form.

