

CASH HANDLING POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school administration office on (03) 5782 1268 or via kilmore.ps@education.vic.gov.au

Purpose

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

Kilmore 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 Kilmore Primary School.

Policy

Roles and responsibilities of staff

At Kilmore Primary School the Business Manager and the office administration 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.

All monies that are collected in the classroom will be forwarded to the office in the plastic zip lock bags by the classroom teacher as soon as possible after collection.

Money collected away from the classroom or general office such as wellbeing initiatives or free-dress day's 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.

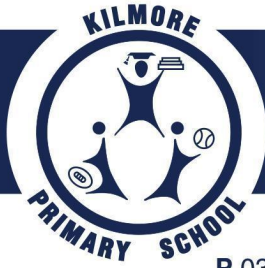
Monies received from the classroom will be entered into CASES21 and receipts returned to the classroom to be handed out to students within 48 hours.

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 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.



Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
P 03 5782 1268 F 03 5782 1553 E kilmore.ps@education.vic.gov.au W www.kilmoreps.vic.edu.au

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 Mother's and Father's Day stalls. The responsible persons are then required to complete a *Cash Count Sheet* (see Appendix 1). The completed *Cash Count Sheet* and money will then be taken to the office where it will be counted by the Business Manager or the Student Administration Officer, before being receipted and banked.

Reporting concerns

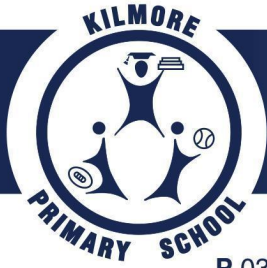
Discrepancies that cannot be accounted for must be reported to the Principal.

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.

FURTHER INFORMATION AND RESOURCES

The following [School Policies](#) are also relevant to this policy:

- *KPS Parent Payment Process*



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The following Department of Education and Training policies and Policy and Advisory Library (PAL) are relevant to this policy:

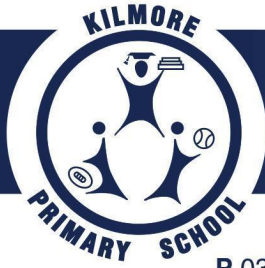
Finance Manual for Victorian Government Schools

- [Section 3 Risk Management](#)
- [Section 4 Internal Controls](#)
- [Section 10 Receivables Management and Cash Handling](#)

POLICY REVIEW AND APPROVAL

The Principal and School Council is responsible for reviewing and approving this policy every year.

Policy last reviewed	December 2022
Approved by	Principal and School Council
Next scheduled review date	December 2023



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Appendix 1: Cash Count Sheet

CASH TAKINGS	
NOTES	
\$100.00	
\$50.00	
\$20.00	
\$10.00	
\$5.00	
Total Notes	\$ -
COINS	
\$2.00	
\$1.00	
\$0.50	
\$0.20	
\$0.10	
\$0.05	
Total Coins	\$ -

BANKING SUMMARY	
Total Cheque Amount (see attached documentation)	
Total Cash Amount	\$ -
TOTAL BANK DEPOSIT	\$ -
Date Banked:	
Banking Receipt Number:	

COUNTED BY	
Name:	
Date:	
Signature:	
CHECKED BY	
Name:	
Date:	
Signature:	
BANKED BY	
Name:	
Date:	
Signature:	