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Cash Handling Policy

PURPOSE

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

Dunkeld Consolidated School will implement the measures outlined below, in accordance with Department of Education 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 Dunkeld Consolidated School.

POLICY

Roles and responsibilities of staff

At Dunkeld Consolidated School our Office Administration Staff Manager, the Small School Support Hub, and Principal 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. Access to the safe is restricted to the Principal, Administrative Support Officer.
- 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 as soon as possible after collection and shall be deposited in a locked cash box. All envelopes are to be forwarded to the office unopened. Should permission notes be enclosed within envelopes, these will be returned to the classroom teacher.
- Money collected away from the classroom or general office e.g. street stall 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 school office for banking.

Records and receipting

- All receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds via way of a service request to the Small School Support Hub.
- Monies received from the classroom will be entered into CASES21 and receipts returned to the classroom to be handed out to students.
- When monies are received over the counter at the office they will be entered into CASES21 and an official receipt issued to the payer.
- A CASES21 bank deposit slip will be printed and reconciled with total receipts for the period and with the total cash/cheques to be banked.
- Funds are to be banked at least once per term, more often if needed and at different times and on different days.
- 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 staff members or two parents may be designated as 'responsible persons' for school fundraising events or other approved events where monies may be collected, for example, street stalls. Any relevant forms will be completed e.g. Cash Handling Authorised Form Fundraising Collection. Double counting will occur for any monies collected through fundraising activities, one of whom is to be either the Principal or an Administration Education Support Officer.

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

- 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 by the Principal, Business Manager, Policy Sub-Committee and School Council.

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Approved by	Dunkeld Consolidated School Council
Next scheduled review date	June 2027