

# PRINCES HILL PRIMARY SCHOOL CASH HANDLING POLICY



## PURPOSE

Princes Hill Primary School (PHPS) is committed to ensuring that cash handling practices are consistent and transparent across the school.

PHPS 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 PHPS.

## POLICY

### Roles and responsibilities of staff

At PHPS our Business Manager, Office Manager and office support staff and 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 plastic zip lock bags by the home group teacher as soon as possible after collection.

### 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.

Where monies are received over the counter at the office they will be entered into CASES21.

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 weekly or as required.

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 BAZAAR, the Walkathon, the Trivia Night.

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. 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.

Methods of recording monies collected will be:

Bazaar: Spread sheet and Banking Book

Trivia night: Cash Handling Authorised Form Fundraising Collection

Walkathon: Money collected in the classroom and forwarded to the office in a plastic zip lock bag by the home group teacher as soon as possible after collection.

## **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](mailto:fraud.control@edumail.vic.gov.au)

## **FURTHER INFORMATION AND RESOURCES**

- [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 AND EVALUATION**

## REVIEW CYCLE AND EVALUATION

This policy will be reviewed annually by School Council to confirm/enhance internal control procedures

This policy was last updated in 2021 and is scheduled for review in 2022.