



# ARMADALE PRIMARY SCHOOL

## CASH HANDLING POLICY

### PURPOSE

Armada Primary School (APS) is committed to ensuring that cash handling practices are consistent and transparent across the school. APS will implement the measures outlined below, in accordance with Department guidelines. This Policy intends to safeguard and protect the staff and volunteers involved in the receipting and collection of monies and minimise the risks associated with cash handling.

Where practical and appropriate, APS will encourage parents and other debtors to make payments via the appropriate electronic means to help minimise the handling of cash.

### SCOPE

This Policy applies to all school staff and volunteers involved in handling cash on behalf of APS.

### POLICY

#### Roles and responsibilities of staff

At APS, our Business Manager and certain office personnel including the Principal and Education Support Administration Staff are responsible for managing cash.

Segregation of duties will be maintained so that no individual will be solely 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.

The scenarios where volunteers handle cash, and their corresponding responsibilities, are described below.

#### 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 zipped wallets by the classroom teacher as soon as possible after collection, and where appropriate will be accompanied by an appropriate form.
- Money collected away from the classroom or general office (e.g. icy poles sales, various PFA events both onsite and offsite, SRC fundraisers, etc.) is to be handed to the office on the day of receipt unless circumstances make this impracticable.
- Money received away from the office (other than the classroom, for which such double-counting would be impracticable) must be double counted at the point of collection and the fundraising form completed before it is provided to the office for banking.

School Council approved this Policy on 12<sup>th</sup> August 2019, to be reviewed in 2020.

## Records and receipting

- All receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds.
- Monies received from the classroom (other than fundraising, which shall be handled in accordance with the procedures specific to fundraising) 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 as soon as practicable 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 at times where significant amounts of cash (i.e. \$500 or greater) are being receipted on a daily basis (e.g. Fun Run, Mother's Day Stall). All other banking will happen a minimum of once a week provided the amount to be banked is over \$200. In order to avoid establishing any predictable patterns, funds will be banked at different times of the day.
- No receipt is to be altered. Where a mistake is made approval must be sought from the Principal 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.
- To help maximise the integrity of record keeping, where appropriate and practical, receipts should be transmitted to the recipient electronically via the Compass portal, or other appropriate mechanism.

## 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 (e.g. trivia night events). The form which will be completed is the "Fundraising Collection Form".

## Reporting concerns

- Discrepancies that cannot be accounted for must be promptly reported to the APS Principal and the APS Council President.
- 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](#)

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## EVALUATION

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

Proposed amendments to this Policy will be discussed with Office Staff, Business Manager and the Finance Subcommittee.

## REVIEW CYCLE

This Policy was last updated on 12<sup>th</sup> August 2019.