



CASH HANDLING POLICY

February 2024

PURPOSE

Warragul & District Specialist School is committed to ensuring that cash handling practices are consistent and transparent across the school.

Warragul & District Specialist 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 Warragul & District Specialist School.

POLICY

Roles and responsibilities of staff

At Warragul & District Specialist School our office support staff and Business Manager 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. 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 room folder and/or zip lock bag by the classroom teacher and/or classroom assistant teacher as soon as possible after collection.

Money collected away from the classroom or general office i.e. canteen 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 either daily or other time period applicable to our school circumstances e.g.: distance or staffing limitation 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 e.g. school concert Raffle, PFA street stall etc. The forms which will be completed are e.g. Cash Handling Authorised Form Fundraising Collection.

Refunds:

All family refunds to be authorised by the Business Manager.

Refunds to be processed as a Family Payment through CASES21 via cheque or direct credit (including credit balances), to ensure the appropriate paper trail.

Non-attendance of non-curriculum excursions and camps are non-refundable as WDSS is required to honour expenses included but not limited to accommodation, admission, travel, and casual relief teacher bookings based on the number of students that have committed to the camp or activity. In the event of unforeseen or exceptional circumstances Principal discretion may be applied on request following a reconciliation of the camp/activity to ensure funds are available.

CSEF credit balances will not be directly refunded to the parent. As per DET guidelines CSEF balances will be forwarded directly to the next school the student attends.

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

- [School Financial Guidelines](#)
- **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 with and include consultation i.e. Administration Staff, Leadership Team, Finance subcommittee, School Council]

REVIEW CYCLE

This policy was last updated on February 24 and is scheduled for review in **February 2025**.