



Woodend Primary School

(Woodend Campus & Carlsruhe Annex)

Cash Handling Policy

Rationale:

Cash transactions are one of the most vulnerable areas of the school. To safeguard these assets, protect the staff involved in receipting and collection, and minimise the risks associated with cash handling, the school will implement the measures outlined below, in accordance with Department guidelines and best practice.

Aims:

- To provide a well-managed system for the handling of cash within the school
- To minimise risk when handling cash
- To ensure all cash payments made are receipted in a timely manner and in accordance with Department guidelines

Implementation:

- All monies collected in the classrooms will be forwarded to the Office in the binders provided to each class teacher.
- No cash is to be kept in the classroom.
- An official receipt will be issued immediately for all monies received over the counter at the office, and the original given to the payer.
- Receipts for monies collected from the classrooms will be completed daily. Receipts cannot be altered.
- All cash is to be kept in the safe during the day. At the end of each day, any cash not banked must be secured in the safe. Access to the safe room is to be restricted.
- Prior to banking, all cash and cheques and EFTPOS will be reconciled with receipts.
- Banking is to be undertaken at least once per week – more often if needed. Money will not be left at the school during school vacation periods.
- Bank deposit slips are to be prepared through CASES21 in duplicate. One copy is kept by the bank; the other copy is to be filed at school for auditing purposes.
- The Administration Officer or Business Manager will prepare the banking and any discrepancies will be investigated.
- Monies collected by the Parent Club will be counted by two representatives and recorded on a 'Fundraising Collection Docket' then checked by Office Administration.
- Monies collected by the Canteen will be counted by the Canteen Manager, recorded on the 'Canteen Takings Slip' and then checked by Office Administration
- Banking routines will differ to reduce risk.
- The school will not cash personal cheques.

References:

- Department Finance Manual for Victorian Government Schools (pdf 1.28mb)

REVIEW CYCLE

This policy was reviewed and endorsed by School Council in February 2021
The next review date will be February 2022