



Kalinda Primary School No. 5121

## **Cash Handling Policy**

### **PURPOSE**

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

Kalinda Primary 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. Kalinda Primary School endeavours to limit cash and the need for cash handling across the school as much as possible.

### **SCOPE**

This policy applies to all school staff or volunteers involved in handling cash on behalf of Kalinda Primary School.

### **POLICY**

#### **Roles and responsibilities of staff**

At Kalinda Primary School our office support staff, Canteen Manager 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 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 the black cash bags by the classroom teacher as soon as possible after collection.

Money collected away from the classroom or general office (eg the canteen, Parents and Friends events, fundraising events) 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 daily 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 canteen or Parents' and Friends' fundraising. The forms which will be completed are Cash Summary Slip and the Float Collection Authorisation Form (if a float has been requested).

## 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](#)

## 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 Administration Staff, Leadership Team, Finance subcommittee, School Council.

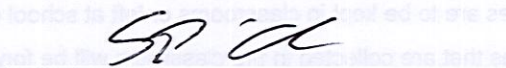
## REVIEW CYCLE

This policy was last updated on 01.03.2023 and is scheduled for review in February 2024.

**Signed (School Council President):**



**Signed Shaun McClare (Principal):**



# Attachment 1 - Segregation of Duties – Cash Checklist

## Segregation of Duties

### Random check of the cash handling process

The prime method of ensuring this safeguard is to separate those responsibilities or duties which, if combined, would enable an individual person to process and record a complete transaction, such as ordering, receiving, approving and paying for goods.

Segregation of duties may appear difficult to achieve where a limited number of administrative staff are available for the accounting and finance function.

In very small school's principals (or nominee) are advised to randomly (minimum of 2 checks a term) verify the cash handling and the recording process has been correctly undertaken. Please keep a signed record of these random checks for audit purposes.

The form below can be used to conduct the random check for cash handling and retained for audit.

Deposit Amount:

C21 Batch Number/s:

Date:

	Steps to be checked	Process required (comments if needed)	Sighted/Check (v)
1.	Check how the money was received?		
2.	Check to see the reason for the amount received.		
3.	Check the amount of the sum received?		
4.	Was there a receipt processed for this amount/person?		
5.	Has the batch been finalised for banking?		
6.	Has the deposit slip been completed/banking finalised?		
7.	Have the funds been deposited at the bank?		
8.	Has the supporting documentation been filed appropriately?		

1. Was the money given to the teacher, collected by the Canteen/OHSC/Uniform Shop or paid in at the school office? If necessary, is there supporting documentation for the payment eg, signed takings sheet to support the amount collected from Canteen; subsidiary receipts to support Uniform money; class cash lists?
2. Why was the money paid? Excursion, fundraising etc?
3. How much was received? Does the sum correspond to an outstanding invoice, or daily takings from sales? Eg (\$25 - \$25 ~~max~~ excursion). If not - is there a reason? Eg parent payment plan
4. Sight the receipt batch to display receipt.
5. Is the batch closed and finalised?
6. Has the deposit slip been completed? Banking/Cash checked and balanced with the amount on batch report.
7. Have the funds been deposited at the bank?
8. Is the batch and the deposit slip filed and accessible for audit purposes (appropriately)?

Signature of Principal/Nominee

/ /20.....

Attachment 2 – Cash Summary Slip

Kalinda Primary School



CASH SUMMARY SLIP

Event ..... /...../.....

NOTES            \$100.....

\$ 50.....

\$ 20.....

\$ 10.....

                      \$ 5.....

**TOTAL NOTES**            \$.....

COIN             \$2.....

                      \$1.....

                      50c.....

                      20c.....

                      10c.....

                      5c.....

**TOTAL COIN**             \$.....

**TOTAL**                         \$.....

Sales have been reconciled and total takings forwarded to General Office for banking.

Processed by .....

Checked and authorised by .....

Batch no .....                         Dated .....

Attachment 3 – Float Collection Authorisation Form

Kalinda Primary School



FLOAT COLLECTION AUTHORISATION FORM

Event ..... /...../.....

Stall Holder Name/Year Level	Float Amount	Name and Signature – Person collecting float
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

