



CAULFIELD PRIMARY SCHOOL

CASH HANDLING POLICY

POLICY NO. 4.6

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 of Education and Training (DET) 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 DET guidelines

Implementation:

- All monies collected in the classrooms will be forwarded to the Office in the cash-bags provided to each teacher and recorded in the cash book which is signed by both the Teacher and Business Manager
1. No cash is to be kept in the classroom.
 2. An official receipt will be issued immediately for all monies received over the counter at the office, and the original given to the payer
 3. Receipts for all monies collected from the classrooms will be completed daily. All transactions are recorded in the receipt book
 4. Cash book receipts are done in a bulk manner. Individual receipts are not issued unless requested.
 5. Receipts cannot be altered.
 6. All cash is to be kept either in the secure cash drawer or 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.
 7. Prior to banking, all cash and cheques will be reconciled with receipts and should be performed at the same time that the batch is updated.
 8. The depositor must sign the bank deposit slip.
 9. EFTPOS settlement will be undertaken at the end of each day.
 10. Banking is done at once a week, or more often if needed. On occasion, small amounts of money may be left in the safe over holiday periods.
 11. Perform regular Bank Reconciliations

12. Bank deposit slips are to be prepared through CASES21 in duplicate. One copy is kept by the bank; then the other copy is to be filed at school for auditing purposes.
13. The Business Manager will double-count and do the banking. Banking is reconciled with the receipts, which are recorded by two nominated staff members. Any discrepancies that cannot be accounted for must be reported to the Principal.
14. Banking routines will differ to reduce risk.
15. The school will not cash personal cheques.
16. Apply zero tolerance to fraud.
17. All cases of suspected or actual theft of money, fraud, misappropriation or corruptions are to be reported to Executive Director, Audit and Risk Division, DET
fraud.control@edumail.vic.gov.au

Classroom Collection

The Class Collection Sheets contain a list of each student's name as well as all of the activities and events requiring payment for the term. Teachers must mark off on their Class Collection Sheet who has handed in payment for which activity each morning as they collect it.

- All payments and notices must be sent to the Office by 9:30am each morning.
- Office staff will mark each Class Collection Sheet off with what is received from the classroom.
- The process of marking off the Class Collection Sheet allows both teachers and office staff to monitor exactly what items students have handed in to teachers.

Parents Association

- Throughout the year the Parents Association run events that will require cash handling.
- Any floats that are required must be organised with the Business Manager/Administration Officer at least one week in advance.
- Parents may be left without staff to collect cash at events provided they have prior approval by the school and the Parents Association. Where possible, no parent should be left alone to collect cash.
- The Parents' Association must present a list to the Business Manager prior to the event, stating which parents will be responsible for cash handling. The list must also state who will be taking the cash home if it cannot be immediately taken to the office.
- Once the Parents' Association's event has concluded, two parents must together count the total amount of cash collected and record both their names and the final amount on a Fundraising Collection Sheet.
- This sheet along with the cash must be given to the office as soon as possible.

Student Led Events

- Students may run events that require cash handling.

- Any floats required must be organised with the Business Manager/Administration Officer at least one week prior to the event by the teacher in charge.
- The teacher or parent in charge must keep a list of all children who will be responsible for cash handling.
- Students must be at least in pairs or with an adult and be supervised when collecting cash.
- The teacher or parent in charge is responsible for counting the final amount of cash received.
- The teacher or parent in charge must bring the cash collected back to the office as soon as possible.

Date of Approval: 2017	Date of Review: 2020
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