Fitzroy North Primary School

KINDNESS RESILIENCE
RESPECT

CASH HANDLING POLICY

HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Fitzroy North Primary School on 03 9481 5860 or fitzroy.north.ps@education.vic.gov.au.

Note: Throughout this document the term Koorie is used to refer to both Aboriginal and Torres Strait Islander people.

PURPOSE

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

Fitzroy North 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.

SCOPE

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

POLICY

Roles and responsibilities of staff

At Fitzroy North Primary School our Business Manager and Administrative staff 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 as soon as possible after collection.

Money collected away from the classroom or general office, including the 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 daily.

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 school fete.

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@education.vic.gov.au

SCHOOL-BASED PROCEDURES

Fitzroy North Primary School can accept and provide alternative payment methods to cash or cheque by utilising Internet Payments through COMPASS and QKR. Reasonable physical safeguards,

including a locked, controlled access safe and secured cash drawer, also with controlled access, are necessary to prevent any loss of cash from the school premises.

1. All cash is collected in payment envelopes and brought to the office to ensure correct receipts and funds allocation. The payment envelopes must include the name of the student, purpose for payment, amount enclosed. Payments can be made over the counter or dropped into the securely locked payment box at the accounts window.

2. The funds receipted are to be kept in the securely locked cash drawer until receipts are balanced and banked at the end of each day.

3. All cash and cheques banked must be counted by two people, balanced with C21, and then taken to the bank by two people other than the person processing the batches.

4. Any funds not banked must be kept in the locked safe in the locked substantial room overnight, and no cash is to be held on premises over the weekend or holidays. Access to the safe is only by the Business Manager and Accounts Receivable Manager.

5. All receipts are entered into C21 when received, and receipts are to be issued stating the remittance's purpose. No receipts should be altered, and no duplicate receipts issued. If a duplicate receipt is requested, the money's receipt should be acknowledged by a typed note on school letterhead or by providing a Sundry Debtor or Family Statement showing the amount.

6. Personal cheques are not to be cashed under any circumstances. All cheques received by mail are to be recorded on the cheque remittance spreadsheet. Any dishonoured cheques are to be followed up promptly.

7. All fundraising money collected from the Accounts office must be brought to the office by two people and a cash collection form completed after counting.

COMMUNICATION

This policy will be communicated to our staff in the following ways:

- Included in staff induction processes and staff training
- Included in staff handbook/manual

FURTHER INFORMATION AND RESOURCES

- **Finance Manual for Victorian Government Schools**
  - Section 3 Risk Management
  - Section 4 Internal Controls
  - Section 10 Receivables Management and Cash Handling

COMMUNITY FEEDBACK

We recognise that our school's practices must be regularly reviewed and updated in partnership with our families and local communities. We encourage you to contact the school principal with any feedback, concerns or suggestions.

REVIEW AND APPROVAL

Plan last reviewed	August 2025
Consultation	August 2025 By the Policy Committee
Approved by	Principal
Next scheduled review date	August 2026