



### CASH HANDLING POLICY

#### PURPOSE

Red Cliffs Secondary College is committed to ensuring that cash handling practices are consistent and transparent across the school.

Red Cliffs Secondary College 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 Red Cliffs Secondary College.

#### POLICY

##### Roles and responsibilities of staff

At Red Cliffs Secondary College our office administration staff and Business Manager are responsible for managing cash at our school.

Where possible, segregation of duties will be maintained so that no one person has complete responsibility for the entire transaction, providing some separation between key activities.

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.

##### Collecting Monies Away from Main Reception

Money collected away from Main Reception is to be restricted to the school's canteen and events where prior approval by the Operations Committee or Business Manager has been granted.

Money received away from the Main Reception must be double counted at the point of collection and a control receipt (e.g. Y reading or list of total revenue collected) issued before both are provided. Monies are to be forwarded by **staff** to Main Reception in the plastic container or cash tin provided, as soon as possible after collections on the day of receipt unless circumstances make this impracticable.

##### Receipting

All money receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds.

Where monies are received at the Main Reception for family fees and charges, they will be entered into CASES21 and an official receipt issued immediately to the payer.

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.

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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.

## Banking

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 in a timely manner, preferably daily and at different times of the day.

## Storage of cash

Monies are to be kept in either a controlled access safe or a locked 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.

## Cheques

It is the school's preference not to receive cheques. No personal cheques are to be cashed.

## Fundraising

Two volunteers or staff members will be designated as custodians for cash handling purposes for each school fundraising events or other approved events where monies may be collected, for example, the Enterprise Markets or FloConnect Bunnings BBQs. In such cases custodians will be noted in the Compass Event. On collection of a float a custodian needs to sign the school's Float Collection Authorisation Form and acknowledge they have read both the Petty Cash Float Policy and Cash Handling Policy.

## 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.

## REVIEW CYCLE AND EVALUATION

This policy was last updated on May 6<sup>th</sup>, 2020 and is scheduled for review in September 2021. It was ratified at College Council on May 12<sup>th</sup> 2020.