

CASH HANDLING POLICY

1. PURPOSE

Mount Alexander College (the School) is committed to ensuring that cash handling practices are consistent and transparent across the School.

The 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.

2. DEFINITIONS

- **Cash Handling** - the process of receiving and giving money including the point of transaction to the behind-the-scenes money management and banking.

3. SCOPE

This policy applies to all school staff and responsible persons involved in handling cash on behalf of the School.

4. POLICY

Roles and responsibilities of staff

At Mount Alexander College our Business Manager, Finance Officer and Administration Assistant are responsible for managing cash.

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, and
- completion of the bank reconciliation

If this is not possible due to a 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 the 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 plastic zip lock bags by the classroom teacher, home group teacher or responsible teacher as soon as possible after collection. This only applies to House charity activities such as gold coin donations on a casual clothes day.
- Money collected away from the classroom or general office (e.g. the second-hand uniform shop 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 general 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 the total receipts for the day and with the total of cash/cheques to be banked.

- Funds are to be banked daily or within 2 to 3 days of opening the batch 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 Bunnings BBQ and Trivia Nights. The forms which will be completed are Cash Handling Authorised Form Fundraising Collection and cash breakdown completed by Business Manager

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.

5. 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
- Discussed at annual staff briefings/meetings

6. FURTHER INFORMATION AND RESOURCES

Finance Manual for Victorian Government Schools

- Section 3 Risk Management
<https://www2.education.vic.gov.au/pal/risk-management-finance-manual-section-3/policy>
- Section 4 Internal Controls
<https://www2.education.vic.gov.au/pal/internal-controls-finance-manual-section-4/policy>
- Section 10 Receivables Management and Cash Handling
<https://www2.education.vic.gov.au/pal/receivables-management-and-cash-handling-finance-manual-section-10/policy>

7. REVIEW CYCLE

Policy last reviewed:	March 2023
Consultation:	Administration Staff, the School Leadership Team, School Council Finance Subcommittee, and the School Council.
Approved by:	Dani Angelico - Principal
Next scheduled review date:	March 2024 Please note: the mandatory review cycle is 1 year.