

 <p><b>DONCASTER</b> SECONDARY COLLEGE</p>	<h1>CASH HANDLING POLICY</h1>
<p>College council will review this policy annually</p>	<p><b>Date approved:</b> March 2024</p> <p><b>Date of next review:</b> March 2025</p>

## PURPOSE

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

Doncaster 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 Doncaster Secondary College

## POLICY

### ROLES AND RESPONSIBILITIES OF STAFF

At Doncaster Secondary College our office support staff 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.

### Office Collection:

- All monies will be receipted by the student payment office. No cash to be kept or receipted by students, non-office staff or volunteers;
- All money to be receipted through CASES21. Official receipt provided immediately for all monies received;
- Prior to banking reconcile total receipts for the day with total of cash, credit card transaction and cheques to be banked. In addition, settlement on the EFTPOS terminals should be performed at the same time as the batch is updated.

### **Collection for events out of Office Hours:**

- There are a range of events held out of school hours where cash may be collected, such as for student theatrical or musical performances;
- Staff or students supervised by a staff member may collect cash;
- The names of those receiving the cash will be recorded by the Accounts Receivable person;
- The cash will be kept in a lockable cash box;
- The nominated staff member will deposit the money in the Business Mangers office immediately following the event; and
- The cash will be receipted by 2 office staff within 1 business day.

### **Collection of cash by students:**

Students may collect cash for special events such as out of uniform day or themed events. (e.g. Valentine's Day)

- Collection of cash for students will where practical be under staff supervision.
- In instances where students are collecting cash when there is no staff member available, for instance during a lunch period, there must be a least two nominated students collecting the cash
- A record will be kept of the names of the students making the cash collection.
- The cash will be kept in a supplied container.
- There will, where practical, be a record of the monies received. The record at a minimum should include the number of items traded and where possible, the name of the purchaser.
- After the collection, the money will be brought to the office by at least two students whose names have been recorded.

Money collected away from the classroom or general office 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 weekly 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.

## **REPORTING AND 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](mailto:fraud.control@education.vic.gov.au)

## **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](#)