



CASH HANDLING POLICY

School Council Ratified: Feb 2022

Date reviewed: Feb 2022

Next review: Feb 2023

Reviewed in line with DET template



Help for non-English speakers

If you need help to understand this policy, please contact Rosanna Primary School on 94572592 or email the school: rosanna.ps@education.vic.gov.au

PURPOSE

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 DET guidelines and best practice.

GUIDELINES

- 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 pencil case provided to each teacher.
- No cash is to be kept in the classroom.
- An official receipt will be issued immediately for all monies received over the counter at the office, and the original given to the payer.
- Receipts for monies collected from the classrooms will be completed daily.
- Receipts cannot be altered.
- 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.
- Prior to banking, all cash and cheques will be reconciled with receipts.
- Banking is to be undertaken at least once per week – more often if needed. Money will not be left at the school during school vacation periods.
- The Administration Officers will prepare the banking and the Business Manager will double-count and do the banking (segregation of duties). Any discrepancies must be

reported to the Business Manager immediately. Any discrepancies that cannot be accounted for must be reported to the Principal.

- The school will not cash personal cheques.
- 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, (eg. Mother's/Father's day stalls, school fairs etc). A float and collection form will be completed for each event.

EVALUATION AND REVIEW

The Rosanna Primary School Cash Handling Policy will be reviewed in line with DET guidelines

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2022
Consultation	School Council Finance Sub Group and School Council Date: Feb 2022
Approved by	Principal
Next scheduled review date	February 2023