



No. 4314

# Chatham Primary School

Weybridge Street, Surrey Hills Victoria 3127

Telephone: (03) 9830 1933

Facsimile: (03) 9830 1798

Email: [chatham.ps@edumail.vic.gov.au](mailto:chatham.ps@edumail.vic.gov.au)

## CASH HANDLING POLICY

### PURPOSE

- 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

### OBJECTIVE

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.

### SCOPE

This policy applies to:

- Administration staff responsible for the accounting and banking of cash
- Authorised officers, at the discretion of the School Principal, responsible for collecting monies at fundraising events

### POLICY

- All monies collected in the classrooms will be forwarded to the Office.
- 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. In the event that the computer system or CASES21 is down, a hand written receipt will be issued.
- Receipts for monies collected from the classrooms will be completed daily.
- Receipts cannot be altered.
- All cash is to be kept in the safe during the day. Access to the safe is to be restricted to the Principal and/or their nominee.
- Prior to banking, all cash and cheques will be reconciled with receipts.
- Eftpos settlement will be undertaken at the end of the day.
- Banking is to be undertaken at least once a week – more often if needed. Money will not be left at the school during school vacation periods.
- Bank deposit slips are to be prepared through CASES21 in duplicate. One copy is kept by the bank and the other copy is to be stamped by the bank, the filed at school for auditing purposes.
- Fundraising monies will be counted in triplicate and a cash takings sheet used for the purpose. (Please see attached)
- The Administration Officer will prepare the banking and the Business Manager will 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.
- Banking routines will differ to reduce risk.
- The school will not cash personal cheques
- The school will apply a zero tolerance of fraud. All cases of suspected or actual theft of money, fraud, misappropriation or corruptions will be reported to Executive Director, Audit and Risk Division, DET [fraud.control@edumail.vic.gov.au](mailto:fraud.control@edumail.vic.gov.au)

REVIEW CYCLE

School Council President 

Principal 

Date 5/4/23

As approved by the School Council meeting of 20<sup>th</sup> March 2023