



CASH HANDLING

POLICY

Blackburn Primary School is committed to ensuring that cash handling practices are consistent and transparent across the school.

BPS 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.

This policy applies to all school staff or volunteers involved in handling cash on behalf of BPS.

IMPLEMENTATION

Roles and responsibilities of staff

At BPS our Business Manager and Office Administrator 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.

Banking will be undertaken at least twice per week and more often if large amounts of money are being receipted. Cash will not be held at the school during school vacation periods.

All monies that are collected in the classroom will be forwarded to the office immediately.

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.

Banking will be undertaken at least twice per week and more often if large amounts of money are being receipted. Cash will not be held at the school during school vacation periods.

The Administration Officers will perform the receipting and prepare the banking as required. Any discrepancies that cannot be accounted for will be reported to the Business Manager and Principal.

Banking routines will differ to reduce risk.

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.

EFTPOS settlement will be undertaken by the Business Manager or the Administration Officers at the end of each day

Staff will not usually count any monies received. If however, staff are required to count monies received, this will be done by two staff, together, and then by the Business Manager, before being receipted and banked.

Apply zero tolerance to fraud

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

Any monies received for fundraising will be counted together by two members of the Parent Committee and then by the Administration Officer, before being receipted and banked.

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

Evaluation:

Procedures should be reviewed annually to confirm /enhance internal controls.

Ratified by School Council: 29th March 2021

Next review date: March 2022