



CASH HANDLING POLICY

PURPOSE

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

Orchard Grove Primary 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.

Cash transactions present a set of risks to school staff and school assets. To safeguard these assets, protect the staff involved in collecting and receipting, and minimise the risks associated with cash handling, the school will implement the measures outlined below, as part of best practice.

Parents are encouraged to pay through Compass Pay rather than cash.

SCOPE

This policy applies to all school staff or volunteers involved in handling cash on behalf of Orchard Grove Primary School.

POLICY

Roles and Responsibilities of Staff

At Orchard Grove Primary School our Office Manager, Administration Assistants 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.

Teachers are to direct students to the office with any payments. Any money collected in the classroom will be forwarded to the office in a zipped pouch (envelopes remaining unopened) as soon as possible.

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.

Any money received from the classroom will be entered into CASES and receipts sent to the classroom. Where monies are received over the counter at the office, they will be entered into CASES21 a receipt issued 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 at least twice per week - more often if needed 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

The school does not encourage payments via cheque. Parents are encouraged to use Compass Pay.

No personal cheques are to be cashed.

Fundraising

Where practical, fundraising monies are to be paid via Compass or paid at the office.

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 school fete. Money is to be collected in the cash tins provided by the office.

The Eftpos machine at the office will be used and parents encouraged to pay via card where appropriate.

Uniform Shop

Uniform orders can now be made via the online ordering system on the Spartan website.

The orders are emailed by Spartan, to the school where the volunteers or office staff fill the orders and send it home via the classroom.

Uniform can be ordered at the school office only if the parent cannot access the online ordering system.

Reporting Concerns

Discrepancies that cannot be accounted for must be reported to the Business Manager and 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

FURTHER INFORMATION AND RESOURCES

This policy will be communicated to our staff via:

- included in the staff induction process
- shared with staff
- discussed at meetings

Finance Manual for Victorian Government Schools

- [Section 3 Risk Management](#)
- [Section 4 Internal Controls](#)
- [Section 10 Receivables Management and Cash Handling](#)

Review Cycle And Evaluation

This policy will be reviewed and tabled annually by the School Council to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with Administration Staff, Leadership Team, Finance subcommittee, School Council.

Review Cycle And Evaluation

Ratified by school council 2024

Scheduled for review in February 2025