



WARRAGUL NORTH PRIMARY SCHOOL

Cash Handling Policy

Rationale:

"Cash handling" includes all monies received by authorised Warragul North Primary School (WNPS) staff on behalf of the school, whether it be coin, currency, cheques or money orders. Receipts of credit/debit card payments are addressed in the EFTPOS policy. Staff having cash handling responsibility should periodically review their cash handling procedures to assure compliance with the WNPS Cash Handling policy.

Aims:

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

WNPS 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.

Implementation:

Roles and responsibilities of staff

- At WNPS office support staff and the Business Manager are responsible for managing cash at the 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
 - completion of the bank reconciliation

Storage of cash

- Monies are to be kept in a cash drawer during the day. If funds are kept on the premises overnight, they must be locked in the lockable cabinet in the secured storeroom.
- No WNPS funds are to be kept in classrooms.
- All monies that are collected in the classroom will be forwarded to the office in the plastic zip lock bags by the responsible teacher as soon as possible after collection.
- Money collected away from the classroom or general office (eg the canteen) 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.

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.
- 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 daily or when practicable to ensure minimum cash is onsite.
- 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

- Cheques are a non-preferred form of money collection and will only be authorised in exceptional circumstances.
- No personal cheques are to be cashed.
- All cheques, which have not already been crossed “not negotiable”, should be crossed as soon as they are received.

Fundraising

- 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 Mothers Day Stall.

Refunds

- All family refunds to be authorised by the Business Manager.
- Refunds to be processed as a Family Payment through CASES21 via cheque or direct credit (including credit balances), to ensure the appropriate paper trail.
- Non-attendance of non-curriculum excursions and camps are non-refundable as WNPS is required to honour accommodation, travel and casual relief teacher bookings based on the number of students that have committed to the camp or activity. In the event of unforeseen or exceptional circumstances Principal discretion may be applied on request following a reconciliation of the camp/activity to ensure funds are available.
- CSEF credit balances will not be directly refunded to the parent. As per DET guidelines CSEF balances will be forwarded directly to the next school the student attends.

Petty Cash

- Petty cash will not be issued. Staff should seek permission prior to purchases on behalf of WNPS. Upon presentation of the receipt for goods or services the staff member will be reimbursed directly to their nominated bank account.

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@education.vic.gov.au

Evaluation:

This policy will be reviewed by School Council annually.