



# MACEDON PRIMARY SCHOOL

## CASH HANDLING POLICY

### PURPOSE

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

Macedon 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.

### SCOPE

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

### POLICY

#### **Roles and responsibilities of staff**

At Macedon Primary School our Business Manager (Finance & HR) and Admin Assistant are responsible for managing cash at our school.

The Business Manager (Finance & HR) and Admin Assistant process cash/cheques received from families over the counter or via the classrooms on a daily basis. The Business Manager (Finance & HR) will then reconcile the audit trail against the deposit slip in preparation for banking. This ensures a double count of monies received and a segregation of duties. Any discrepancies that cannot be accounted for must be reported to the Principal.

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" (Annexure A to this policy) will be implemented and signed off for audit purposes.

#### **Collection and 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.

All monies that are collected in the classroom will be forwarded to the office in the plastic green doculope bags by the classroom teacher as soon as possible after collection.

Money collected away from the classroom or general office e.g. cash collected at a Parents and Friends fundraiser such as the trivia night or school disco 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.

An official CASES21 receipt will be issued on the day of receipt for monies received electronically (Bpay, Xuno or Direct Debit).

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 this will be entered into CASES21 and receipts will be 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.

Prior to banking, all cash and cheques will be reconciled with receipts. 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. The bank receipt will be stapled to the deposit slips which are filed at school for auditing purposes

Funds are to be banked daily if possible at the local post office.

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

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

Two parents or staff members will be designated as 'Responsible Persons' for each school fundraising event or other approved event where monies may be collected, for example, the School Fete. The Responsible Persons will be designated and approved by the School Council PFA representative or the Principal. The forms which will be completed by the Responsible Persons are the *Fundraising Cash Spreadsheet*, or other document as approved by the School Council from time to time.

Our school also has a separate Fundraising Policy as required by DET.

## 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](mailto:fraud.control@edumail.vic.gov.au).

## FURTHER INFORMATION AND RESOURCES

- [School Financial Guidelines](#)
- **Finance Manual for Victorian Government Schools**
  - [Section 3 Risk Management](#)
  - [Section 4 Internal Controls](#)
  - [Section 10 Receivables Management and Cash Handling](#)

## EVALUATION

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

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

**REVIEW CYCLE**

This policy was last updated February 2024 and is scheduled for review in February 2025.

## Appendix A - Segregation of Duties

### Random check of the cash handling process

The prime method of ensuring this safeguard is to separate those responsibilities or duties which, if combined, would enable an individual person to process and record a complete transaction, such as ordering, receiving, approving and paying for goods. Segregation of duties may appear difficult to achieve where a limited number of administrative staff are available for the accounting and finance function.

In very small schools principals (or nominee) are advised to randomly (minimum of 2 checks a term) verify the cash handling and the recording process has been correctly undertaken. Please keep a signed record of these random checks for audit purposes.

The form below can be used to conduct the random check for cash handling and retained for audit.

**Deposit Amount:**

**C21 Batch Number/s:**

**Date:**

	Steps to be checked	Process required (comments if needed)	Sighted/ Check (v)
1.	Check how the money was received?		
2.	Check to see the reason for the amount received.		
3.	Check the amount of the sum received?		
4.	Was there a receipt processed for this amount/person?		
5.	Has the batch been finalised for banking?		
6.	Has the deposit slip been completed/banking finalised?		
7.	Have the funds been deposited at the bank?		
8.	Has the supporting documentation been filed appropriately?		

1. Was the money given to the teacher, collected by the Canteen/OHSC/Uniform Shop or paid in at the school office? If necessary, is there supporting documentation for the payment (eg signed takings sheet to support the amount collected from Canteen; subsidiary receipts to support Uniform money; class cash lists)?
2. Why was the money paid? Excursion, fundraising etc?
3. How much was received? Does the sum correspond to an outstanding invoice, or daily takings from sales? Eg (\$25 - \$25 lmax excursion). If not - is there a reason? Eg parent payment plan.
4. Sight the receipt batch to display receipt.
5. Is the batch closed and finalised?
6. Has the deposit slip been completed? Banking/Cash checked and balanced with the amount on batch report.
7. Have the funds been deposited at the bank?
8. Is the batch and the deposit slip filed and accessible for audit purposes (appropriately)?

Signature of Principal/Nominee

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## Version Control

Date	Changes
Feb 2024	<ul style="list-style-type: none"> <li>No changes</li> </ul>
Feb 2023	<ul style="list-style-type: none"> <li>Under Collection and Storage of Cash section:               <ul style="list-style-type: none"> <li>The term “zip lock blue bags” was changed to “green doculope bags”</li> </ul> </li> <li>The term “Qkr!” has been amended to “Xuno”</li> </ul>
Feb 2022	<ul style="list-style-type: none"> <li>The term Business Manager (Finance) and Business Manager (HR) was combined as the one person is employed to do both jobs</li> <li>The paragraphs regarding collection and storage of cash were combined due to the wording being the same under both.</li> <li>Under Records &amp; Receipting section:           </li> </ul> <p>The term “Qkr!” was added</p> <p><u>From:</u> An official CASES21 receipt will be issued on the day of receipt for monies received electronically (Bpay or Direct Debit)</p> <p><u>To:</u> An official CASES21 receipt will be issued on the day of receipt for monies received electronically (Bpay, Qkr! or Direct Debit).</p> <p>Class cash books are no longer used, cash/cheques are receipted immediately:</p> <p><u>From:</u> Where monies are received over the counter at the office, an official receipt will be issued immediately to the payer, the monies will be entered into class cash books and then stored in the safe. The transaction is entered into CASES21 as soon as practicable by the Business Manager and/or administration assistant.</p> <p><u>To:</u> Where monies are received over the counter at the office this will be entered into CASES21 and receipts will be issued immediately to the payer.</p> <p>Bank deposit slips are no longer required to be printed in duplicate as the original is taken with the banking and returned to school for audit purposes.</p> <p><u>From:</u> Bank deposit slips are to be prepared through CASES21 in duplicate. One copy is presented to the bank to be stamped then filed at school for auditing purposes</p> <p><u>To:</u> 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. The bank receipt will be stapled to the deposit slips which are filed at school for auditing purposes</p> <p>The reference to distance from the bank is no longer relevant as funds can be banked daily at the local post office.</p> <p><u>From:</u> Funds are to be banked daily if possible but due to the distance of the school from the nearest bank and staffing limitations, at a minimum of at least once per week and at different times of the day.</p> <p><u>To:</u> Funds are to be banked daily if possible at the local post office</p>
Feb 2021	<ul style="list-style-type: none"> <li>The following line was added to the Record and Receipting section.</li> </ul> <p>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.</p>

	<ul style="list-style-type: none"> <li>• Collection of cash section deleted as it is referred to in the Storage of cash section.</li> <li>• Storage of cash paragraph updated to align with DET template</li> </ul> <p>From</p> <p>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.</p> <p>No monies are to be kept in classrooms or left at school during holiday periods.</p> <p>To</p> <p>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.</p> <p>No monies are to be kept in classrooms or left at school during holiday periods.</p> <p>All monies that are collected in the classroom will be forwarded to the office in the plastic zip lock blue bags by the classroom teacher as soon as possible after collection.</p> <p>Money collected away from the classroom or general office eg cash collected at a Parents and Friends fundraiser such as the trivia night of school disco 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.</p>
<p><b>Feb 2020</b></p>	<ul style="list-style-type: none"> <li>• Records and receipting paragraph four the following was added to the end of the paragraph “and/or administration assistant.”</li> </ul>