

# WINDSOR PRIMARY SCHOOL

## CASH HANDLING POLICY

*A diverse and inclusive community where everyone is respected and has the opportunity to thrive.*

### PURPOSE

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

Windsor 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 Windsor Primary School.

### POLICY

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

At Windsor Primary School the Office Staff 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

At Windsor Primary School this is not possible due to lack of available staff, therefore the Department's Segregation of Duties – Cash Checklist (Appendix A) 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.

The classroom teacher will forward all monies that are collected in the classroom to the office in the classroom boxes as soon as possible after collection.

All monies brought to the school by a parent/guardian, student or authorised other are to be handed directly into the office. Staff who are presented with money are to instruct the provider to hand it into the office.

## Records and receipting

All receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds.

In the event of any monies received from a secondary source other than the direct provider (i.e. staff member) will be entered into CASES21 and receipts returned to the classroom to be handed out to students within a time that is practicable.

Where monies of the value of \$100 or more are received over the counter at the office they will be entered into CASES21 and an official receipt issued immediately to the payer. Where the value is less than \$100, they will be entered into CASES21 and an official receipt issued within a time that is practical.

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 weekly due to [staffing limitations](#) 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

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 all school fundraising events or other approved events where monies may be collected, for example, end of term and Bunnings BBQs. The form that will be completed for this purpose is the Fundraising Cash Takings Sheet (Appendix B).

## 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

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

## APPENDIX

Appendix A - Segregation of Duties – Cash Checklist

## Appendix B - Fundraising Cash Takings Sheet

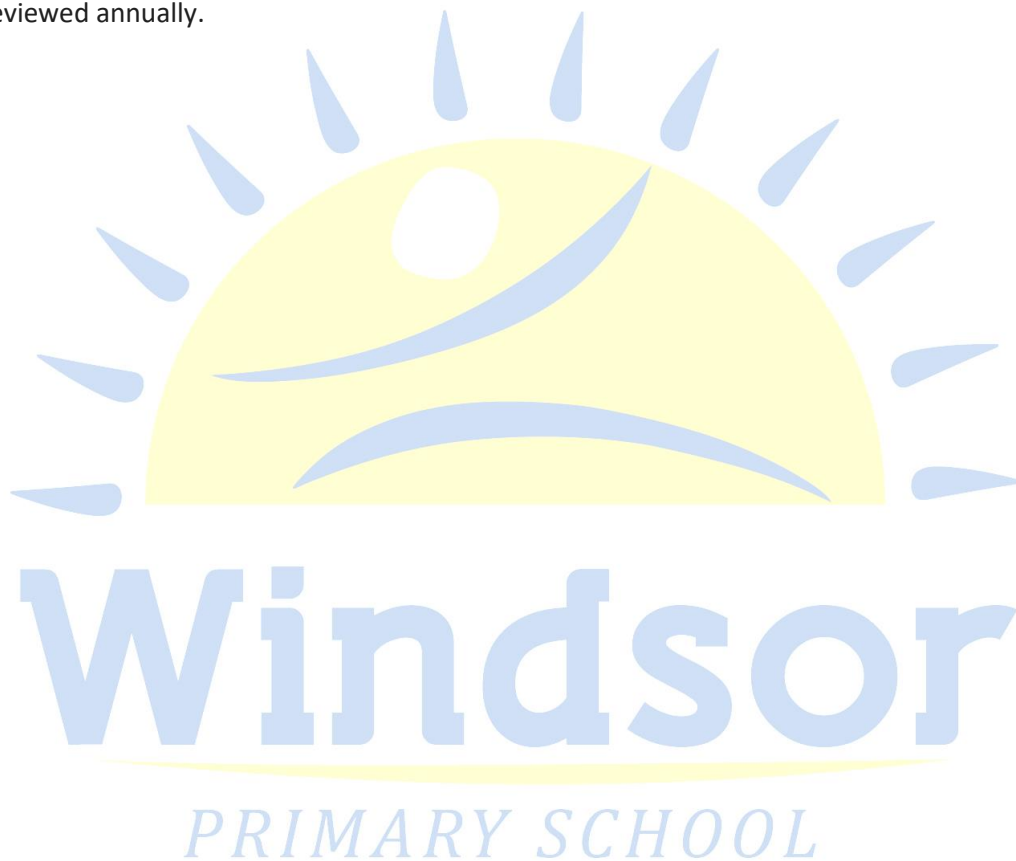
### EVALUATION

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

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

### REVIEW CYCLE

This policy was last reviewed and approved by School Council in 2026 and is part of the Finance policy suite reviewed annually.



## 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 school's 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.	<b>Check how the money was received?</b>		
2.	<b>Check to see the reason for the amount received.</b>		
3.	<b>Check the amount of the sum received?</b>		
4.	<b>Was there a receipt processed for this amount/person?</b>		
5.	<b>Has the batch been finalised for banking?</b>		
6.	<b>Has the deposit slip been completed/banking finalised?</b>		
7.	<b>Have the funds been deposited at the bank?</b>		
8.	<b>Has the supporting documentation been filed appropriately?</b>		

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

/ /20.....

APPENDIX B

**Windsor Primary School**

CASH TAKINGS SHEET – FUNDRAISING

DATE:...../...../..... Receipt No .....

Please enter the cheque and cash details in the receipt boxes below.

**ALL TAKINGS ARE TO BE COUNTED BY TWO PEOPLE**

Enter the total at the end of the page, and have the final amount confirmed and signed for in

**Receipts**

**Receipts**

Amount	Denomination
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**Office Confirmation**

the office.

\$	Cheques	\$
\$	\$100	\$
\$	\$50	\$
\$	\$20	\$
\$	\$10	\$
\$	\$5	\$
\$	\$2	\$
\$	\$1	\$
\$	50c	\$
\$	20c	\$
\$	10c	\$
\$	5c	\$
\$	Total Amount	\$

An amount of \$ ..... as listed in the above table is presented to the Office as Fundraising takings.

Signed 1: .....

Signed 2: .....

Office Use Only Signed .....
Date .....