

CASH HANDLING POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Pentland Primary School.

PURPOSE

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

Pentland 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 Pentland Primary School.

ROLES AND RESPONSIBILITY OF STAFF

At Pentland Primary School our 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:

- o receipting of cash and issuing receipts
- o preparing the banking
- o taking the monies to the bank
- o 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. (appendix 1)

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 classroom money bags by the classroom morning monitors as soon as possible after collection.

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 to be banked.

Funds are to be banked regularly 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.

COUNTING OF CASH

In all school circumstances (PFA/SRC, Staff/Office) money will be collected and kept until it is able to be counted.

All money being counted will be overseen by another staff member.

FUNDRAISING

Two administration staff members will be designated as 'Responsible Persons' for all school fundraising events or other approved events where monies may be collected.

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

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 the School Council to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with the administration staff, Leadership Team and School Council.

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2026
Approved by	Principal
Next scheduled review date	June 2027

APPENDIX A:

Cash Handling Best Practice Controls

This check list should be read in conjunction with the [Finance Manual for Victorian Government Schools](#), [Internal Controls for Victorian Government Schools](#) and [Cash Handling Primer](#).

Check List	✓
General - this applies to ALL forms of cash handling	
School policy in place for collection of money	
School Council approval of the activity (e.g. parent payments, camps, fundraising activities)	
Develop Budgets - Revenue and Expenditure	
Investigate: (Cashless Options) • Ticket tokens • Payment apps • Portable EFTPOS machine • Third party providers - (e.g. Trybooking / Event Brite)	
Cash takings counted by two people	
Control receipt (for when cash is not collected at the office)	
Receipts issued from CASES21 immediately	
Banking completed / pick up arranged	
Profit and Loss reported to School Council - (where applicable)	
Trading Operations	
Acquisition of stock in accordance with DE policy - refer Section 3: Creditors	
Acquisition of assets in accordance with DE policy - refer Section 4: Assets	
Twice yearly stocktake (inventory) completed by two people	
Events	
Register of accountable documents (tickets)	
Register of items to be sold (chocolate drive)	
Authorisation form for sales of tickets or Items (not sold at the office)	
Float collection responsibility determined	
Float collection form signed - if required	
Cash collection form - during the event	
Camps & Excursions	
Class lists with cash receipts to be forwarded to office	