

Cash Handling Policy

2023

Help for non-English speakers



If you need help to understand the information in this policy, please contact Hampton Park Secondary College on 03 8795 9400

Purpose

Hampton Park Secondary College is committed to ensuring that cash handling practices are consistent and transparent across the board.

Hampton Park Secondary College 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 minimize the risks associated with cash handling.

Scope

This policy applies to all school staff, students or volunteers involved in handling cash on behalf of Hampton Park Secondary College.

Policy

Roles and Responsibilities of Staff

At Hampton Park Secondary College our Business Manager is 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, staff rooms or left at school during holiday periods.

All monies that are collected for any reason will be forwarded to the office as soon as possible after collection.

Money collected away from the general office such as SRC Fundraisers, Market Days, HP Delights etc, are 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.

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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.

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, students 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 SRC out of uniform fundraisers. The forms which will be completed are cash docket and cash float request where applicable.

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@education.vic.gov.au

Communication

This policy will be communicated to our staff in the following ways:

- Included in staff handbook/manual
- Uploaded to our College website

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](#)

Evaluation

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

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

Policy Review and Approval

Policy last reviewed	22 nd February 2022
Approved by	School Council
Next scheduled review date	21 st February 2023

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