



Thomastown West Cash Handling Policy 2020 - 2021

Thomastown West Primary School motto is **Together Working on Pathways to Success**. At Thomastown West Primary School, we want every child to achieve their full potential and we know that parents share this goal. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture helps to engage students and support them in their learning. Our school acknowledges that all staff are to model integrity and sound fiscal practices.

PURPOSE

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

Cash transactions are one of the most vulnerable areas of the school. To safeguard these assets, protect the staff involved in the receipt of money and collection, and minimise the risks associated with cash handling, the school will implement the measures outlined below, in accordance with DET guidelines and best practice.

SCOPE

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

AIMS

To provide a well-managed system for the handling of cash within the school, minimising the risk. To ensure that all cash payments made are receipted in a timely manner ensuring the school's procedures and internal controls meet the Department's requirements in accordance with 'Education Training and Reform Regulations 2007'.

POLICY

Roles and responsibilities of staff

At Thomastown West Primary School our office support 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

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.



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Storage of cash

Monies are to be kept in either a controlled access safe or lockable 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 black zip bags by the classroom teacher or a responsible student as soon as possible after collection.

Money collected away from the classroom or general office such as funds for the school canteen or fundraising 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 as soon as practical and receipts returned to the classroom to be handed out to students by the end of the week.

Where monies are received over the counter at the office:

- Parents/Carers will be issued with an initial *receipt of payment received* from TWPS.
- Payment will be entered into CASES21 and an official CASES21 receipt issued to the student by the end of the week.

A CASES21 bank deposit slip will be printed and reconciled with total receipts on the day of banking and with the total of cash/cheques to be banked. However, EFTPOS is printed and reconciled daily.

Funds are to be banked daily in busy times, for example: start and end of the school year and when there are several activities taking place on or around the same time. At quieter times of the year it will be twice weekly, Tuesdays and Fridays.

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 longer use or accept cheques.

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' (who are members of school council) for all school fundraising events or other approved events where monies may be collected, for example, the winter donut day, Mother's and Father's Day stores and our Icey Pole fundraiser lunches. The forms which will need to be completed are the cash collection sheets and



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when it's money coming in by students for an event like donut day a class list with money marked off against the individual student.

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

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

RELATED POLICIES AND DOCUMENTS:

- ELECTRONIC FUNDS MANAGEMENT POLICY
- INVESTMENT POLICY
- PARENT PAYMENT POLICY

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 Administration Staff, Leadership Team, Finance subcommittee and School Council.

This policy was last updated on 26th October 2020 and is scheduled for review in October, 2021.

Date Implemented	2019; 2020
Author	Principal Assistant Principal Business Manager
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Responsible for Review	School Principal Business Manager
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References	Victorian Government Schools Policy Advisory Guide