



CASH HANDLING POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the general office on 5597 6625.

PURPOSE

Derrinallum College is committed to ensuring that cash handling practices are consistent and transparent across the school.

Derrinallum 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 minimise the risks associated with cash handling.

SCOPE

This policy applies to all school staff or volunteers involved in handling cash on behalf of Derrinallum College.

POLICY

Roles and responsibilities of staff

At Derrinallum College, our office administration 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 money to the bank
- o completion of the bank reconciliation

If this is not possible due to a lack of available staff, the Department's "Segregation of Duties – Cash Checklist" will be implemented and signed off for audit purposes.

Storage of cash

Money is to be kept in either a controlled-access safe or a cash drawer during the day. If funds are kept on the premises overnight, they must be locked in our school's secured safe.

No money is to be kept in classrooms or left at school during holiday periods. With the exception of donations organised by the SRC, all money for school events but not relating to the canteen is to be collected at the general office only, in zip-lock bags or sealed envelopes marked with the student's name and purpose for the payment. Money will not be collected in classrooms by teachers or integration aides. SRC members may collect donations during homeroom, and this will be given to the business manager, who will assist students in counting the money.

Money collected away from the general office, e.g. the canteen, 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. Cash received through the general office is entered into CASES21 and receipts are provided to the payer.

Electronic transfers through Compass are receipted once processed and provided electronically.

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 at least weekly 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 into CASES21, 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, community BBQs. The forms that will be completed are the Cash Handling Authorised Form- Fundraising Collection.

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@education.vic.gov.au

COMMUNICATION

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

- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings

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 the school council to confirm/enhance internal control Procedures.

Proposed amendments to this policy will be discussed with the administration staff, leadership team, School Council.

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2025
Approved by	School Council
Next scheduled review date	October 2026