

Cash Handling Policy

Kananook Primary School



Purpose

Kananook Primary School (KPS) is committed to ensuring that cash handling practices are consistent and transparent across the school.

KPS 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 KPS.

Policy

Roles and responsibilities of staff

At KPS our Business Manager and Office Manager are primarily responsible for managing cash however, all staff may be involved in collecting or counting cash.

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 or left at school during holiday periods.

All monies that are collected in the classroom will be forwarded to the office in plastic zip lock bags by the responsible staff member 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 (Attachment A) 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.

A CASES21 bank deposit slip will be printed and reconciled with the total of cash/cheques to be banked.

Funds are to be banked as soon as practicable after receipt and at different times of the day.

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. The fundraising collection form (attachment a) will need to be completed.

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 School Council to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with Administration Staff, Leadership Team and Finance Subcommittee.

Policy Review and Approval

Policy last reviewed	March 2026
Approved by	School Council (11 March 2026)
Next scheduled review date	March 2027

Fundraising - Collection

Fundraising Activity: _____

Date:/...../.....

Cash Collection

Denomination	Amount
\$100	
\$50	
\$20	
\$10	
\$5	
\$2	
\$1	
\$0.50	
\$0.20	
\$0.10	
\$0.05	
Total	

School Representative: _____

Name of person

School Representative: _____

Name of person

NOTE: Two people are required to collect monies from stall holder/s during the fundraising event. This form must accompany all money being forwarded to the office for receipting.

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Office Use Only

CASES21 Receipt No. Date received:/...../20

Note: Please attach the CASES21 receipt to this form.