



Cash Handling Policy 2025

<i>Date implemented</i>	14 February 2025
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<i>Date to be reviewed</i>	February 2026
<i>To be reviewed by</i>	Principal
<i>References</i>	Victorian Government Schools Reference Guide
<i>Approved by</i>	School Council
<i>Date</i>	14 February 2025
<i>Signature</i>	

Purpose

Castlemaine Secondary College (CSC) is committed to ensuring that cash handling practices are consistent and transparent across the school.

CSC will implement the measures outlined below, in accordance with Department guidelines. This policy intends to safeguard and protect the staff involved in 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 CSC, including various support groups.

Policy

Roles and responsibilities of staff

At CSC our Administration Team and Finance Coordinator are responsible for managing cash within 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



- No monies for camps, excursion, incursions, or other activities are to be collected by teachers.
- Monies are to be kept in the safe or Reception cash drawer/s 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.

Records and receipting

- All monies are to be paid by students or families directly to administration staff at CSC Reception.
- Monies received over the counter at Reception 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/cheques to be banked.
- Funds are to be banked daily 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.

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, the Music Support Group fundraiser. The Cash Handling Authorised Form Fundraising Collection must 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@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](#)

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 Finance Coordinator, Business Manager, Finance Sub-committee of School Council and School Council.

Review Cycle

This policy was last updated on 14 February 2025 and is scheduled for review in February 2026.
