



PATTERSON RIVER  
SECONDARY COLLEGE

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# CASH HANDLING POLICY 2024-2025

## PURPOSE

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

## SCOPE

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

Patterson River 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 minimise the risks associated with cash handling.

## DEFINITIONS

**Control Receipt:** Receipt issued via general office for cash and cheque takings, generated via CASES21 or hand written manual receipt (from current official receipt book).

**Controlled Access Safe:** Safe in general office for day financial takings, access limited to Business Manager, Principal and Accounts Receivable.

**Secured Safe:** Safe located in strong room. Access limited to Business Manager, Principal & Accounts Receivable. Location for any monies requiring storage overnight.

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

## POLICY

### Roles and Responsibilities of Staff

At Patterson River Secondary College our Business Manager and Accounts Receivable are responsible for managing cash at our school.

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

### 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 secure safe.

No monies are to be kept in teacher offices, classrooms or left at school during holiday periods.

All payments for excursions, consumables etc are to be paid directly to the general office. There will be rare occasions in which money is given directly to a classroom teacher (eg. Swimming sports). In such instances, all money will be taken to the office on the same day.

Money received away from the office must be double counted at the point of collection and a control receipt issued. The money must then be brought to the office without delay for banking. Under no circumstances is this money to be stored elsewhere in the College before it is provided to the office for banking.

## Records and Receipting

- All receipts are to be processed in Cases 21 as quickly as practicable (no longer than 24 hours upon receiving the funds)
- Monies received away from the office will be entered into CASES 21 and receipts returned to the classroom teacher to be handed out to students within 48 hours.
- Where monies are received over the counter at the office they will be entered into CASES 21 and an official receipt issued immediately to the payer. If this is not possible a signed hand written receipt will be issued.
- Receipt books are to be stored in the safe overnight.
- A CASES 21 bank deposit slip will be printed and reconciled with total receipts for the day and with the total of cash/cheques to be banked.
- Where possible funds are to be banked daily and at different times of the day (for personal safety).
- No receipt is to be altered. Where a mistake is made approval from the Business Manager or Principal must be sought before reversing the incorrect receipt. Copies of the incorrect receipt must be initialed and 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. All cheques are receipted by the general office as per cash.

## Fundraising

Two parents and/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, swimming sports, athletics day, productions, VCAL Café. The forms which will be completed are the "Authorised College Cash Handling Collection Forms". All money is to be receipted to the General Office on the same day. If this is not possible, the money must be stored in the College Safe overnight or until the next business day.

Any staff members who will be collecting cash must liaise with the Business Manager and Accounts Receivable at least one week prior to event to organize the float and cash handling forms.

## 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](mailto:fraud.control@edumail.vic.gov.au)

## COMMUNICATION

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

- Included in staff induction processes and staff training
- Included in staff handbook
- Discussed at annual staff briefing/meeting

## FURTHER INFORMATION AND RESOURCES

- [School Financial Guidelines](#)
- Finance Manual for Victorian Government Schools
  - [Section 3 Risk Management](#)
  - [Section 4 Internal Controls](#)
  - [Section 10 Receivables Managements 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 Finance Sub committee, the Principal and Business Manager

## POLICY REVIEW AND APPROVAL

Policy last reviewed	March, 2024
Approved by	School Council
Next scheduled review date	March 2025