	Policy Name:	Cash handling	First approved:	New
			Last approved:	02-019
	Responsible:	Business Manager	Review date:	02-019

1. **Rationale:**

- 1.1 Lyndhurst Primary School is committed to ensuring that cash handling practices are consistent and transparent across the school.
- 1.2 The handling of cash is an area of potential financial risk as well as a personal risk.
- 1.3 Proper cash handling procedures provide appropriate internal controls to manage and minimise any risk.
- 1.4 This policy applies to all school staff or volunteers involved in handling cash on behalf of Lyndhurst Primary School

2. **Aims:**

- 2.1 To ensure proper cash handling procedures are followed for all school activities.
- 2.2 To ensure all cash collected through the activities of the school are properly accounted for and receipted in line with required internal control procedures.
- 2.3 To ensure volunteers handling cash are protected from accusations of impropriety.
- 2.4 To provide assurance of the safe keeping and prompt banking of cash receipts.


3. **Implementation**

Roles and responsibilities of staff

- 3.1 At Lyndhurst Primary School our office support staff and Business Manager are responsible for managing cash at our school.
- 3.2 The prime method of ensuring a safeguard is to separate responsibilities or duties which, if combined, would enable an individual person to collect, count, process and record cash transactions. 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
- 3.3 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

- 3.4 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.
- 3.5 No monies are to be kept in classrooms or left at school during holiday periods.
- 3.6 All monies that are collected in the classroom will be forwarded to the office in the plastic zip lock bags by the classroom teacher as soon as possible after collection.
- 3.7 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 issued before it is provided to the office for banking.
- 3.8 Money must not be left on school premises during vacation periods.

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- 3.9 Where cash is generated offsite, the cash should be counted offsite at the completion of the event by two delegated “Responsible Persons”.
- 3.10 Following counting at the completion of an offsite event, the cash should be stored in a locked container at the school where possible, or if not, with a PFA Executive member, delegated staff member of the school or a delegated “Responsible Person”.

Records and receipting


- 3.11 All receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds.
- 3.12 Monies received from the classroom will be entered into CASES21 and receipts returned to the classroom to be handed out to students within 48 hours.
- 3.13 Where monies are received over the counter at the office they will be entered into CASES21 and an official receipt issued immediately to the payer.
- 3.14 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.
- 3.15 Funds are to be banked [daily/other time period applicable to your school but only under extenuating circumstances eg: distance or staffing limitations] and at different times of the day.
- 3.16 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.
- 3.17 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

- 3.18 No personal cheques are to be cashed.
- 3.19 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

- 3.20 Where possible, fundraising activities will be structured to avoid the need for cash collections.
- 3.21 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.
- 3.22 PFA Executive members are delegated “Responsible Persons” for any PFA event.
- 3.23 For fundraising events and activities involving cash collections, the following cash handling procedure will be followed:
- A sign in and sign out Volunteer Register will be used for all volunteers at the event.
 - Cash must be paid directly into a secure cash box or register.
 - Cash must not be left unattended at any time.
 - For lengthy events, excess cash should be collected regularly by approved volunteers/staff throughout the event. Two collectors should work together and receipts should be left for any cash collected.

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- At the end of, or during an event, any cash should be counted by two “Responsible Persons”.
- Cash counting must take place in safe and secure environment. Wherever possible, cash should be counted in the main office.
- The LPS Cash Counting Form should be completed, signed by delegated “Responsible Persons” and provided to school office staff with all monies collected.
- School office staff will re-count money and sign off on the amount collected. This will be recorded in the cash collections booklet along with authorising signatures.

Reporting concerns

- 3.24 Discrepancies that cannot be accounted for must be reported to the Principal.
- 3.25 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

4. Evaluation

- 4.1 This policy will be reviewed annually by School Council to confirm/enhance internal control procedures.
- 4.2 Proposed amendments to this policy will be discussed with include consultation Administration Staff, Leadership Team, Finance subcommittee and the PFA.

References:
[School Financial Guidelines](#)

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