

ROWVILLE PRIMARY SCHOOL CASH HANDLING POLICY

PURPOSE

Rowville Primary School is committed to ensuring that cash handling practices are consistent and transparent across the school.

Rowville Primary School 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.

This policy applies to all school staff or volunteers involved in handling cash on behalf of Rowville Primary School.

IMPLEMENTATION

- All monies collected in the classrooms will be forwarded to the Office in pencil case pockets provided to each teacher.
- No cash is to be kept in the classroom or be left at the school during school holiday periods.
- All receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds collected and issued to the payer.
- Receipts cannot be altered. Where a mistake is made approval must be sought before reversing the incorrect receipt.
- All cash is to be kept secure during the day. At the end of each day, any cash not banked must be secured in the safe. Access to the secured safe is restricted.
- Prior to banking, all cash and cheques will be reconciled with receipts.
- EFTPOS settlement will be undertaken at the end of each day.
- Banking is to be undertaken at least weekly – more often if needed.
- The Administration Officer will prepare the banking and one other officer will double-count. Any discrepancies must be reported to the Business Manager immediately. Any discrepancies that cannot be accounted for must be reported to the Principal.
- Banking routines will differ to reduce risk.
- The school will not cash personal cheques.

Further Information and Resources:

[School Financial Guidelines](#)

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 as part of the school's three-year review cycle.

This Policy was ratified by School Council in 24th February 2021 and is due to be reviewed in February 2022.