



Cash Handling Policy

PURPOSE

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

It is acknowledged that Cheltenham East Primary School will as far as possible be a non-cash school and will only accept payments for Curriculum Contributions, Other Contributions, Extra Curricular Items and Activities and fundraising events electronically via Compass, credit card and EFTPOS.

Cash will be accepted for events such as Casual Dress Days (gold coin donations) and After School Donut/Icy Pole sales as scheduled.

Cheltenham East 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.

SCOPE

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

POLICY

Roles and responsibilities of staff

At Cheltenham East Primary School our Business Manager and office support staff are responsible for managing cash at 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

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.

Any monies that are collected in the classroom will be forwarded to the office by the classroom teacher as soon as possible after collection.

Money collected away from the classroom or office (e.g. gold coin donation for casual dress day) 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.

Records and receipting

All receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds.

Any monies received from the classroom will be entered into CASES21 as soon as practicable.

Where monies are received over the counter at the office an official receipt will be issued. If a CASES21 receipt is not available over the counter, a hand-written receipt will be issued. An official CASES21 receipt will be subsequently issued when entered onto the system.

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

Funds are to be banked at least once per week – more often if needed, 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.

Any 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 each school fundraising event or other approved events where monies may be collected, for example, a school fete. The forms which will be completed are:

- Cash Handling Authorised Form Fundraising Collection.
- Cash Handling Authorised Form Sale of Items.
- Cash Handling Authorised Form Ticket Sales Not at Office; and
- Float Collection Authorisation Form.

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 school community in the following ways:

- Included in staff induction processes and staff training
- Included in staff manual
- Emails confirming updates with links for reference

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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	18 February 2026
Approved by	School Council
Next scheduled review date	February 2027