Mount Ridley P12 College

CASH HANDLING

Help for non-English speakers

If you require assistance with understanding this policy, please do not hesitate to contact the College and someone will organise a multicultural aide or the relevant person to assist you.

PURPOSE

Mount Ridley P-12 College is committed to ensuring that cash handling practices are consistent and transparent across the College.

Mount Ridley P-12 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.

SCOPE

This policy applies to all College staff or volunteers involved in handling cash on behalf of Mount Ridley P-12 College.

POLICY

Roles and responsibilities of staff

At Mount Ridley P-12 College our Accounts staff and Business Manager are responsible for managing cash at our College.

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 College's secured safe.

No monies are to be kept in classrooms or left at College during holiday periods.

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.

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.

Records and receipting

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

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.

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.

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 at least twice 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.

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 College fundraising events or other approved events where monies may be collected. The form which will be completed is the Money Checklist.

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

- College Financial Guidelines

- **Finance Manual for Victorian Government Colleges**
    - Section 3 Risk Management
    - Section 4 Internal Controls
    - Section 10 Receivables Management and Cash Handling

POLICY REVIEW AND APPROVAL

Created date	**January – February 2026**
Consultation	Finance Committee February College Council February – Reviewed annually
Endorsed by	Principal – Carmelo Pagano
Endorsed on	17/02/2026
Next review date	February 2025

REVIEW CYCLE

This policy was last updated on February 2026 and is scheduled for review on a yearly basis.