DANDENONG HIGH SCHOOL
CASH HANDLING POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Dandenong High School on 03 9792 0561 or dandenong.hs@education.vic.gov.au.

PURPOSE

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

Dandenong High 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 Dandenong High School.

POLICY

Roles and responsibilities of staff

At Dandenong High School our Finance Team 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. Funds should be deposited at the bank by the close of business each day. Where it is not possible to deposit the money in the bank, the funds are kept in a locked and secure school's safe.

No monies are to be kept in classrooms or left at school during holiday periods with payments made to the Finance Office or Compass machine.

Money will only be collected away from the Finance Office for Course Confirmation. This money received away from the Finance Office must be double counted at the point of collection and a control receipt issued before it is provided to the office for banking.
An official receipt will be issued immediately for all monies received from all sources e.g. cash, cheques, EFTPOS, BPAY and third party on-line revenue collection. If requested duplicate receipts must not be issued.

Records and receipting

- All receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds.
- Where monies are received over the counter at the Finance 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 daily 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.
- Any refunds must be in line with policy and must be by electronic payment or cheque.

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 school fundraising events or other approved events where monies may be collected.
- Two staff are required to collect monies from stall holder/s during the fundraising event.
- Fundraising Cash collection form must accompany all money being forwarded to the Finance office for receipting.

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

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 annually by School Council to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with the Finance Team, Finance Committee and School Council

POLICY REVIEW AND APPROVAL

Policy last reviewed	19th August 2025
Approved by	School Council
Next scheduled review date	August 2026 – Review cycle for this policy is 1 year