



Mount Pleasant Primary School Cash Handling Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 5332 3646.

Purpose

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

Mount Pleasant 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 Mount Pleasant Primary School.

Policy

Roles and responsibilities of staff

At Mount Pleasant Primary School, our Business Manager and Administration Officer 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.

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 the general office e.g. a Bunnings barbeque, 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.

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, for example. The form which will be completed is the 'Cash Handling Authorised Form Fundraising Collection.'

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

Communication

This policy will be communicated to our staff in the following ways:

- Included in staff induction processes and staff training
- Discussed at annual staff briefings/meetings.

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](#)

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 Business Manager, Principal and School Council.

Policy Review and Approval

Created date	February, 2025
Consultation	Staff and School Council, February, 2025
Endorsed/Ratified by	School Council
Endorsed/Ratified on	26 February, 2025
Next review date	February, 2026