



Cash Handling Policy

Purpose

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

Rationale

Cash transactions are one of the most vulnerable areas of the school. Warreen Primary School will implement the measures outlined below, in accordance with Department guidelines 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 Warreen Primary School.

Roles and responsibilities of staff

At Warreen Primary School our Education Support staff and Business Manager 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 the 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 plastic zip lock bags provided to the teacher by 9:30am each day.

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. 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.

Monies received from the classroom, will be entered into CASES21 and receipts returned to the student via the classroom teacher within 48 hours (wherever possible).

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 receipted daily and collected for banking by a security service on a weekly basis, due to the distance of the nearest banking institution.

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 school fundraising events or other approved events where monies may be collected.

Cash will counted and a banking reconciliation form will be completed by the organiser of the fundraising event one administration staff member.

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

<https://www.education.vic.gov.au/Documents/school/principals/finance/Fin%20Internal%20Control%20document%20v3.2.pdf>

- **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 validate financial internal control procedures. Any proposed amendments to this policy, will be discussed with Administration Staff, Leadership Team, Finance sub-committee and endorsed by School Council.

This policy will be reviewed as part of the school's annual review cycle.

This policy was last ratified by School Council in February 2026 and will be reviewed in 2027.

Communication

This policy is presented at and ratified by School Council, as per Department of Education Policy requirements.

It is published to our Warreen Primary School Website. It is available to staff via our School Documentation and presented to our staff annually.

Policy review and Approval

Policy Last Reviewed	Feb 2026
Consultation School Council	Feb 2026
Approved by Principal	Feb 2026
Next scheduled review date	Feb 2027