



### Help for non-English speakers

If you need help to understand the information in this policy, please contact one of our Assistant Principals for assistance with scheduling a Language Loop meeting, ph: 03 9280 1955.

### Purpose

Mildura Senior College & Mildura English Language Centre (College) are committed to ensuring that cash handling practices are consistent and transparent across the school.

The 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 school staff or volunteers involved in handling cash on behalf of Mildura Senior College & Mildura English Language Centre (College).

The conduct of all cash handling operations must reflect efficiency, transparency, full disclosure and effectiveness in line with specific best practice internal controls, processes and procedures.

### Policy

#### Roles and responsibilities of staff

At the College our Receptionist, Finance & MELC Campus Admin Officer, Student Administration Manager & Canteen Co-ordinator 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 the strong room or cash drawer during the day. If funds are kept on the premises overnight, they must be locked in our school's secured strong room.

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 either a cash tin or plastic container by the responsible teacher as soon as possible after collection.

Money collected away from the classroom or general office (e.g. Canteen) 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 classroom to be handed out to students within 48 hours.

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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. Data entry for receipting will be completed by the College's Reception Staff or Administration Officer.

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.

Banking deposits will be prepared daily and funds are to be banked at least twice weekly, 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.

**Guidelines:**

1. All cash transactions are to be completed as per DET Finance Guidelines manual.
2. All transactions are to be receipted at the time of the transaction and a receipt provided to the person making payment.
3. All cash transactions must be receipted into the School Council Official Account held at the Commonwealth Bank using CASES21.
4. Where possible cash handling tasks are to be segregated to ensure individuals are responsible for one operation. i.e. the staff receipting should not undertake the preparation of the banking.
5. All breaches of these procedures will be reported to the Principal and Business Manager for further action.

**Cheques**

No personal cheques are to be cashed.

All cheques received by mail are to be receipted into CASES21, and all cheques, which have not already been crossed "not negotiable", should be crossed as soon as they are received.

**Canteen**

Monies received from the Canteen will be counted by the Canteen Co-ordinator and one other canteen representative. Totals will be tallied on the Canteen Takings & Records sheet and signed by the counting officer. Money will be taken to the office for verification and counter signed by the Receptionist or Administration Officer. The receipt is to be attached to the Canteen Takings & Records sheet.

**Banking**

- The daily banking reconciliation and preparation is to be completed by an officer that is segregated in duties to that of the receipting officers.
- Banking deposits will be prepared daily and banked at least twice weekly.
- Total cash banking deposits over \$5,000 will be collected and banked by the College's security contractor.
- All money is to be banked in the form collected e.g. cash, cheques, and EFTPOS receipts. Personal cheques will not be cashed. Cash out is not available through the EFTPOS system.

**Fundraising**

Two staff members will be designated as 'Responsible Persons' for all school fundraising events or other approved events where monies may be collected, for example, TTC Café, Student Representative Council, Market Day and Wellbeing events.

The supervising teacher for all fundraising events is accountable for supervising students who have cash handling responsibilities, and where practical ensure two students at all times are responsible for any cash floats. All fundraising monies must be receipted as promptly as the completion of the activity. Totals will be tallied on the Fundraising Takings Sheet and signed by the supervising teacher.

These activities will require the two Responsible People to be present when money is counted and that a Fundraiser Takings & Records sheet be completed and signed by both parties. The money should then be taken to the office for reconciling and receipting by the Receptionist or Administration Officer.

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## 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](mailto:fraud.control@education.vic.gov.au)

## Communication

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

- Referred to in staff induction processes and staff training
- Referred to in staff handbook/manual

## 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](#)
  - 1.08 Complaints Policy
  - 1.27 Parent Payment Policy
  - 1.28 Parent Refund Policy
  - 1.33 EFPOS Receipting Policy
  - 1.34 Financial Delegation Authority
  - Banking Register
  - Banking Batch Reconciliation Sheet
  - Fundraising Takings & Record Sheet
  - Canteen Takings & Record Sheet

## Review and Evaluation

This policy will be reviewed annually and formally minuted by School Council to confirm/enhance internal control procedures. Proposed amendments to this policy will be discussed with relevant Administration Staff, Leadership Team and School Council.

<i>Ratified by:</i>	<i>College Council</i>	<i>Ratified date:</i>	<i>15.03.2021</i>
<i>Document Owner:</i>	<i>Business Manager</i>	<i>Reviewed date:</i>	<i>23.02.2022</i>
<i>S:\Admin\Policy Docs\Policy Register</i>		<i>Review Cycle:</i>	<i>Annually</i>
<i>Principal Approval:</i>			

**Date reviewed by College Council: 15.03.2021,**

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