

**Healesville High School Council**  
**Cash Handling Policy - 2018**

**Overview**

Cash transactions are one of the most vulnerable areas of the school. To safeguard these assets, protect the staff involved in receipting and collection, and minimise the risks associated with cash handling, the school will implement the measures outlined below, in accordance with DET guidelines and best practice.

**Aims**

- To provide a well-managed system for the handling of cash within the school.
- To minimise risk when handling cash.
- To ensure all cash payments made are receipted in a timely manner and in accordance with DET guidelines.

**Implementation**

- All monies collected in the classrooms will be forwarded to the Office.
- No cash is to be kept in the classrooms.
- An official receipt will be issued for all monies received.
- Receipts for monies collected will be completed daily.
- An official receipt will be issued for all monies received over the counter at the office, and the original given to the payer.
- Receipts cannot be altered.
- All cash is to be kept either in the secure cash drawer or the safe during the day. At the end of each day, any cash not banked must be secured in the safe. Access to the safe room is to be restricted.
- Prior to banking, all cash and cheques will be reconciled with receipts.
- EFTPOS settlement will be undertaken at the end of each day.
- Banking is to be undertaken at least twice per week – more often if needed. Money will not be left at the school during school vacation periods.
- Bank deposit slips are to be prepared through CASES21 in duplicate. One copy is kept by the bank; the other copy is to be stamped by the bank, then filed at school for auditing purposes.
- Administration Officer 1 will prepare the banking and Administration Officer 2 will double-count and do the banking (segregation of duties). Any discrepancies must be reported to the Business Manager immediately. Any discrepancies that cannot be accounted for must be reported the Principal.
- Banking routines will differ to reduce risk.
- The school will not cash personal cheques.

**Evaluation**

This Policy will be reviewed as part of Healesville High School annual review cycle.

**CERTIFICATION**

This policy was adopted at the School Council meeting held at Healesville High School in March 2017.

Signed.....

School Council President

Signed .....

Principal

**This policy was last ratified by School Council on**

**27/3/2017**