1. **Rationale**
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.

2. **Purpose**

2.1 **Validity**
To ensure that all financial transactions are recorded, that they are soundly supported by appropriate documentation and that the accounting records report the true financial position of the school in a clear manner. This ensures they can be relied upon with confidence to provide a basis for informed financial decision making.

2.2 **Authorisation**
To ensure that transactions are properly authorised and processed by persons acting within their designated authority.

2.3 **Completeness and Accuracy**
To give assurance that the financial records include all transactions and that these transactions can be completely verified. That nothing is omitted either purposely or by mistake and that the financial reports represent the whole picture of the school’s financial position.

2.4 **Timeliness**
To ensure that all transactions are recorded as close as practicable to the time of occurrence.

2.5 **Security**
To provide assurance of the safe keeping of cash revenue.

3. **Policy**

3.1 **Segregation of Duties**
The prime method of ensuring this safeguard is to separate those responsibilities or duties which, if combined, would enable an individual person to process and record a complete transaction, such as ordering, receiving, approving and paying for goods.

Teaching staff are permitted to collect money from students only in sealed and named envelopes which are sent to the administration office in a sealed bag by 8.45am daily.

3.2 **Personnel**
The Principal will ensure that all Administrative staff are fully informed and have sufficient knowledge and expertise to follow the approved policies and position descriptions. This is to include the provision of sufficient training in Cases21 accounts receivable modules along with clear communication of DET’s and the school’s internal control procedures.

3.3 **Supervision**
A good system of internal control must include provision for supervision of transactions and record keeping. This will be facilitated by an internal checking system, where the work of one person automatically checks that of another.

In the event of a fundraiser (for example: casual dress day), the students will collect donations under the responsibility of the supporting staff member. The money is taken to the Administration Office for verification and processing on Cases21.
3.4 Security
All cash will be kept in a locked cash drawer throughout the school day. At the end of each day all cash will be placed in the safe located in the school’s security room. Access to this room is to be restricted. This entry restriction will be communicated via a sign on the door.

Banking of cash will be completed a minimum twice per week. Cash (excluding the Administration float) will not be kept on the premises during school vacation periods. All deposits will be checked by a minimum of two Administration staff members prior to banking. Any discrepancies will be reported to the Business Manager.

3.5 Petty Cash
The reimbursement of petty cash will require the provision of a purchase order. Amounts over $20 will be paid via direct deposit.

3.6 Receipts
Receipts will be entered onto Cases21 when received and an original receipt will be issued stating the purpose of the remittance. In circumstances where this is not possible, a manual receipt can be issued. All manual receipts should be reconciled to the Cases21 transactions when entered to ensure all receipts received by the school are banked.

No receipt should be altered and no duplicate receipts issued. If an error has been made the receipt should be cancelled and the original of the incorrect receipt attached to the duplicate copy. If a duplicate receipt is requested, the receipt of money should be acknowledged by a typed note on school letterhead, (General Ledger receipts) or by providing a Family or Sundry Debtor Statement showing the receipt of the money.

3.7 Refunds
Cash refunds will not be issued once the receipt has been processed on Cases21. Approved refunds will be credited to the family account as per the College’s Refund Policy.

3.8 Reporting Suspected Fraud
Any employee who has knowledge of a fraud or corruption incident, or has reason to suspect that a fraud or corruption has occurred, has an obligation to immediately report the matter to the Principal. The Principal will then be guided by the procedures of the Department’s Fraud and Corruption Control Framework.

4. Evaluation
This policy will be reviewed every three years or more often due to changes in regulations or circumstances. The evaluation of this policy is due: 2016.

5. References
This policy has been prepared with reference to the Department of Education and Training, Victoria’s:

- Finance Manual for Victorian Government Schools
- Internal Control for Schools


This policy was last ratified by Torquay College Council in February 2017