Fountain Gate Secondary College

CASH HANDLING POLICY

Help for non-English speakers

Help for non-English speakers If you need help to understand the information in this policy, please contact 03 8762 6898 or email fountain.gate.sc@education.vic.gov.au

Purpose

Fountain Gate Secondary College is committed to ensuring that cash handling practices are consistent and transparent across the school.

Fountain Gate Secondary 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 Fountain Gate Secondary College.

Policy

Roles and responsibilities of staff

At Fountain Gate Secondary College our finance 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 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 a zipped folio file by the teacher as soon as possible after collection. The only collections in class would be for free dress days requiring gold coin donation.

Money collected away from the classroom or general office [e.g. fundraising, market day] 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.

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 only be printed and reconciled with total receipts for the day when the total is made up of cash/cheques to be banked.

Funds are to be banked regularly 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.

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 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 4C's Fundraising. The forms which will be completed are Fountain Gate Secondary College Fundraising Collection forms.

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

Further Information and Resources

- The Department's Policy and Advisory Library (PAL):
- Anaphylaxis
- Allergy & Anaphylaxis Australia
- ASCIA Guidelines: Schooling and childcare
- Royal Children's Hospital: Allergy and immunology

Policy Review and Approval

Plan last reviewed	March 2026
Approved by	School Council
Next scheduled review date	March 2027