

Cash Handling Policy

1. Background

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, Melton Secondary College will implement the measures outlined below, in accordance with DET guidelines and best practice. All DET schools are required to have an endorsed Cash Handling Policy from 2016.

2. Purpose

- 2.1. To provide a well-managed system for the handling of cash within the school.
- 2.2. To minimise risk when handling cash.
- 2.3. To ensure all cash payments made are receipted in a timely manner.

3. Guiding Principles

The policy is aligned to the Education and reform Regulations (2007) and DET School Financial Guidelines <https://www2.education.vic.gov.au/pal/finance-manual/guidance/section-10-receivables-management-and-cash-handling>

4. Implementation

- 4.1. No cash is to be kept in the classroom.
- 4.2. An official receipt will be issued for all monies received over the counter at the office, and the original given to the payer.
- 4.3. The Administration Officer will prepare the banking and the Finance Manager will double-count, for verification. Office staff will do the banking (segregation of duties) on a rotation basis.
- 4.4. Any discrepancies must be reported to the Business Manager immediately. Any discrepancies that cannot be accounted for must be reported to the Principal.
- 4.5. The college will not cash personal cheques.

5. Evaluation and Review

This policy will be reviewed in annually in March or as necessitated by changes/developments which may occur through requests by School Council, parents, students or staff within the timeframe stated above.

6. References

- Education Training and Reform Regulations
- [Finance Manual — Financial Management for Schools](#)

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