



Cheltenham Secondary College

Policy	Cash Handling Policy
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Approved by School Council	February 2025
Date to be reviewed	February 2026
Endorsed by	Karl Russell - Principal

Purpose

Cheltenham Secondary College is 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. The objective is for cash to be minimised within the school with only fundraising as a source of cash in the future. All parent payments are to be done via Compass.

Scope

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.

Policy

Roles and responsibilities of staff

At Cheltenham Secondary College our Business Manager and Assistant Business Manager are responsible for managing cash at our school.

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 and (Accounts Receivable)
- taking the monies to the bank, completion of the bank reconciliation (Business Manager)

Storage of cash

- Monies will to be kept in the controlled access safe or during the day. If funds are kept on the premises overnight, they will be locked in our school's secured safe.
- No monies are to be kept in classrooms or left at school during holiday periods.
- Money collected away from the general office (e.g. fundraising) 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.
- Funds are to be banked when there is a sufficient total and on different days 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.

Cheques

All cheques received by mail are to be entered into CASES immediately, and all cheques, which have not already been crossed "not negotiable", should be crossed as soon as they are received. The use of cheques will be discouraged.

Fundraising

Two parents or staff members will be designated as 'Responsible Persons' for all school fundraising events or other approved events where monies may be collected. The form which will be completed is the Cash Handling Authorised Form Fundraising Collection.

Further information and resources

Finance manuals for schools – Section 10 – Receivables management and cash handling

Review Cycle and Evaluation

- Procedures should be reviewed annually to confirm/enhance internal control
- Proposed amendments to this policy will be discussed with Administration Staff, Leadership Team, Finance subcommittee, and School Council