

CASH HANDLING POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the Victorian School of Languages (03) 9474 0500.

PURPOSE

The Victorian School of Languages (VSL) is committed to ensuring that cash handling practices are consistent and transparent across the school.

The VSL 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 the Victorian School of Languages.

POLICY

Roles and responsibilities of staff

At the Victorian School of Languages our Area Managers, Centre Administration Staff, Head Office Administration Staff and Business Manager are responsible for managing cash at our school although cash transactions occur very infrequently.

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

No monies are kept on-site at Head Office. Should the need arise, monies will be kept in a secure (lockable) room until they are banked.

No monies are to be kept at school during holiday periods.

Any monies that are collected in the Centres will be handed by the instructor to the supervisor or Area Manager for safe keeping at the end of each Saturday session, double counted and banked as soon as possible after collection.

Records and receipting

The VSL does not accept cash directly as a form of payment. All payments are received by the VSL electronically.

All receipts are to be processed in CASES21 as quickly as practicable upon receiving the funds.

All payments are made to a bank or a post office using appropriate payment forms. Transactions are recorded on our School Information Portal and updated daily. Batch totals are recorded on CASES21 as quickly as practicable upon balancing the payment reports.

Where monies are received in one of our Centres or over the counter, an interim receipt is issued immediately to the payer.

A CASES21 bank deposit slip will be printed and reconciled with total monthly receipts and with the total of cash/cheques to be banked.

Funds are to be banked daily where practicable or on the next business day if collected over weekends in Centre class locations

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.

Cheques

The VSL does not accept cheques directly as a form of payment. All payments are received by the VSL electronically.

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

In the event of a fundraising activity, two parents or staff members will be designated as ‘Responsible Persons’. A Cash Handling Authorised Form will be prepared.

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

COMMUNICATION

- Included in staff induction processes and staff training for relevant staff.

FURTHER INFORMATION AND RESOURCES

- **Finance Manual for Victorian Government Schools**
 - [Section 3 Risk Management](#)
 - [Section 4 Internal Controls](#)
 - [Section 10 Receivables Management and Cash Handling](#)

EVALUATION

This policy will be reviewed annually by School Council to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with relevant staff such as Administration Staff, Leadership Team, Finance subcommittee, School Council.

POLICY REVIEW AND APPROVAL

Policy last updated	March 2025
Approved by	Principal
Consultation	School Council: 19/3/2025
Next scheduled review date	March 2026