



Receipting and Banking

Rationale:

To assure a safe and efficient cash handling and banking process.

Aims:

To provide a secure method for families/students to make payments to the college in accordance with Schedule 1 of the Victorian Information Privacy Act 2000.

Implementation:

- All cheques and cash are to be given by parents and students to staff at the General Office, in a clearly labelled envelope, with Student Name, Home Group, payment amount & reason for payment.
- A receipt is processed through Cases21.
- The College is not able to cash any personal cheques.
- Once receipted, cash & cheques will be kept in a locked cash drawer. The cash drawer will be cleared every day and locked in a controlled access safe.
- Cash/cheque envelopes are placed in a plastic zip lock bag with the batch number, date processed and total amount placed in it. The zip lock bags are filed in date order and kept in a secure archive box for 7 years.
- No receipt will be altered, or a duplicate receipt issued. If a duplicate receipt is requested, the receipt of money can be acknowledged by a typed note on College letterhead. Alternatively, a Cases21 family statement may be issued.
- Any money collected for activities such as donations, sausage sizzles, must be collected by staff member(s) responsible for the activity, counted with another staff member, and handed to the General Office on the day of receipt. The collection must be recorded with the collected amount, staff name, activity and date collected. This record must be signed by the responsible office staff.
- Collections are to be counted prior to banking and must agree with the total of receipts issued.
- Bank Deposit slips are printed in duplicate from Cases21 and should be initialled by the depositor.
- Receipted cash and cheques to be receipted each Friday, or when the total reaches \$2000.
Two staff members to confirm the amount being deposited. Two staff members to take money to the bank. Stamped deposit slips to be filed by date and kept for recommended time i.e. 7 years.
- The Business Manager or delegate to communicate with cheque drawer regarding any dishonoured cheques as notified by the bank. Efforts should be made to recover bank charges from the drawer.

Resources:

- Schedule 1 of the Victorian Information Privacy Act 2000
- Internal Control for Schools, accessed at <http://www.education.vic.gov.au/management/financial> for information regarding internal control measures applicable to receipting
- Finance Manual for Victorian Government Schools V6.1 Section 15. Receipting and Banking

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

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Approved by Kambrya College School Council	May 2018
Responsible for Review	Paul Looker- Assistant Principal and David Wilson (Business Manager)
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