



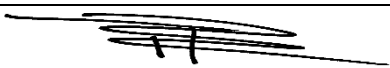
Broadford Secondary College

CASH HANDLING & PETTY CASH

Policy and Procedures

Broadford Secondary College actively promotes the safety and wellbeing of all students.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including Child Safe Standards.

Date Implemented	February 2021
Author	Faye Martin
Approved By	Tania Pearson
Approval Authority (signature & date)	 18/03/2026
School Council Consultation	18/03/2026
Date Reviewed	05/02/2026
Responsible for Review	Business Manager
Review Date	February 2027
References	The Department's Policy and Advisory Library



Help for non-English speakers

If you need help to understand the information in this policy, please contact the college on 03 5784 1200.

RATIONALE

To ensure that Broadford Secondary College has in place the correct processes and procedures to comply with DET Financial Guidelines and meet audit requirements.

Broadford Secondary College does not hold petty cash. If Broadford Secondary College does need to use petty cash for any reason, the following policy will apply.

AIMS

- To ensure that staff are conversant with current financial management, duties and cash handling controls.
- The purpose of petty cash is to meet minor payments for purposes other than salary and wages.

GUIDELINES

Receipting

- Schools must not cash any personal cheques either in full or in part. This includes cheques from the principal, staff, school council, parents/ guardians, suppliers, departmental officers and the public.
- Physical safeguards, including a locked, controlled access safe and secure cash drawer, are necessary to prevent any loss of cash from the school premises. Cash handling and banking responsibilities are segregated as far as practicable in accordance with DET guidelines.

- No receipt should be altered or a duplicate receipt issued. If an error has been made the receipt should be cancelled and the original incorrect receipt attached to the original receipt batch report.
- If a duplicate receipt is requested, the receipt of money can be acknowledged by a typed note on school letterhead, or where schools are using CASES21 accounts receivable, a 'statement' showing the receipt of money may be issued.

Receipt cancellation

- A brief explanation of the reason for cancellation should be given. Receipts are to be attached to the copy and filed. Appropriate entries on CASES21 are to be completed regarding the cancelled receipt(s).

Electronic receipting

- Schools are able to accept and process alternative receipting methods to cheque and cash, namely credit/debit cards (EFTPOS) and direct credit including BPAY. These options require setting up arrangements with each financial institution, and schools are advised to compare rates, e.g. EFTPOS merchant fees that may vary from bank to bank.
- Use of electronic receipting allows schools to increase the options and convenience provided to parents/ debtors, as well as improves security by reducing the amount of cash handled and kept on school premises.
- For further information in regard to electronic receipting refer to Schools Electronic Funds Management Guidelines located on the Finance website: <http://www.education.vic.gov.au/school/principals/finance/pages/default.aspx>

The guidelines provide information on internal controls schools should adopt prior to using any of these electronic receipting products i.e. EFTPOS.

Money received away from the General Administration Office

- Money collected away from the General Office is to be handed to the office on the day of receipt, unless circumstances make this impractical. Arrangements should be made for collections to reach the office in time for banking.
- Best practice advice regarding cash handling is available in the Cash Handling Primer for Victorian Government Schools available at: <https://edugate.eduweb.vic.gov.au/Services/Policies/Pages/Fraud.aspx>

Refunds to parents

- Refer to Refund Policy

BANKING

- Collections are to be counted prior to banking and must agree with the total of receipts issued.

- All collections should be banked in the form they are collected or received (for example, cash, cheque, money order, EFTPOS).
- Bank deposit slips should be prepared in duplicate and are to include full particulars of the deposit;
- As far as practicable, reasonable efforts are to be made for collections to be received by the general office in sufficient time to be banked each day. This will ensure large amounts of money are not kept on the school premises.
- In instances where it is impractical to bank daily, adequate security should exist for the temporary holdings of moneys. Money should not be left on school premises during school vacation periods.

DISHONOURD CHEQUES

- On receipt of advice from the bank that a cheque has been dishonoured, the principal is to communicate with the drawer of the cheque to correct any irregularity or obtain a fresh remittance.
- Efforts should be made to recover bank charges from the drawer

PETTY CASH

Petty Cash Advances at Broadford Secondary College are confined to the Science (\$100) and Administration (\$100) areas. The limit on any one payment is \$50.

The principal, with the permission of the school council, may establish a petty cash advance under the following conditions:

- The initial advance is to be established by drawing a cheque made payable to the advance holder, that is the member of staff responsible for the custody and control of the cash advance, and opened to 'pay cash';
- In normal circumstances, a petty cash advance should be sufficient to pay the expected petty cash expenditure for a month;
- Each petty cash advance is to be maintained on the imprest system. This means that only the aggregate of the actual (monthly) payments are claimed by way of reimbursement. Therefore, the amount of the advance is accounted for at any time by the production of cash/ vouchers totalling the advance.
- Advances are to be adjusted at the end of each school year by the production of cash and vouchers equal to the advance.

Authorised advances may be re-established at the beginning of the next year.

Petty cash advance recoupment

Whenever petty cash needs replenishment:

- total the payments to date;
- reconcile the petty cash ensuring that the total of the payments made plus the balance of cash on hand equal the amount of the advance;
- summarise the expenditure incurred to accounts chargeable on reimbursement;
- prepare the payment voucher to replenish the advance to its fixed amount;

- make the recoupment cheque payable to the advance holder and opened to 'pay cash', with this notation being signed by the cheque signatories.

A new record of the petty cash payment schedule is to be started after each recoupment of the advance amount.

At the time of payment, all docketts and supporting documentation are to be cancelled by writing or stamping the word 'paid' across all documents.

Petty cash records

A record of petty cash reimbursements, using either a book or the petty cash schedule mentioned above, is to be maintained by the advance holder. The record is to show:

- the amount of the advance;
- the date cash was paid;
- the signature of the person incurring the expense;
- a brief description of the expense;
- the account to be charged;
- the amount of purchase(s).

Security

In accordance with internal control procedures, only designated staff are the custodians of a petty cash advance and accountable for it. Therefore, no other person is entitled to access the advance.

Cash on hand is to be kept in a secure location (lockable drawer/safe) at all times.

Petty cash reconciliation

The principal or an officer appointed by the principal should carry out checks (at least two per year) where the officer checks that the petty cash balances without having given the advance holder/ custodian prior advice of the check.

The check should not be at the end of a reimbursement period and is intended to ensure that:

- the records are up-to-date;
- loans are not being taken from the advance;
- security is being maintained over the advance and vouchers.

The custodian must be present at all times during the check.

REVIEW

This policy will be reviewed as part of the College's review cycle.