

# NOBLE PARK SECONDARY COLLEGE

## CASH HANDLING POLICY 2021

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### Child Safe Commitment

- Noble Park Secondary College is committed to child safety.
- We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.
- We are committed to the safety, participation and empowerment of all children.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- Our College is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- Our College has robust human resources and recruitment practices for all staff and volunteers.
- Our College is committed to regularly training and educating our staff and volunteers on child abuse risks.
- We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.
- Noble Park Secondary College is committed to creating safe and inclusive environment for all its students from all backgrounds, cultures, languages, LGBTI, religious and other minority groups
- Further information, our policy, code of conduct and reporting processes are available on our website
- **If you believe a child is at immediate risk of abuse phone 000.**

### Rationale:

- Effective financial management provides the College with enhanced educational opportunities.

### Aims:

- To provide a financially well managed College that minimizes risk when handling cash.

### Implementation:

#### **Office Collection**

- All monies entering the College will be directed to the office. No cash to be kept or receipted by volunteers, students or staff (other than Finance Staff)
- Procedures for fundraising activities – cash handling, will be overseen by the Business Manager
- Issue official receipt (with original to payer) immediately for all monies received from all sources and process through CASES21. B Pay recipients to receive receipt through bank transaction.
- Prior to banking, reconcile total receipts for the day with total of cash and cheques.
- Reconcile settlement total of the EFTPOS terminal to batch total should be done prior to updating batch

#### **Banking**

- Prepare for banking completing bank deposits slips (using CASES21) and reconciling with total money received and the total amounts recorded through CASES 21
- Depositor to sign bank deposit slip
- Delivery to bank to be done frequently
- Delivery to bank to be done at different times of the day so that banking routines cannot be noted

- Perform regular bank reconciliations
- Segregate duties where possible
- Any discrepancies should be reported to Business Manager for immediate investigation
- Any discrepancies that cannot be accounted for should be immediately reported to the Principal
- Apply zero tolerance to fraud
- All cases of suspected or actual theft of money, fraud, misappropriation or corruptions are to be reported to Executive Director, Audit and Risk Division, DET [fraud.control@edumail.vic.gov.au](mailto:fraud.control@edumail.vic.gov.au)

**Evaluation:**

This policy will be reviewed annually.

This policy was ratified by School Council on 24/2/2021 (date)

School Council President Shaikar

Principal Pamela D Dyson

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