

# Cash Handling Best Practice Controls

This check list should be read in conjunction with the [Finance Manual for Victorian Government Schools](#), [Internal Controls for Victorian Government Schools](#) and [Cash Handling Primer](#).

Check List	✓
<b>General – this applies to ALL forms of cash handling</b>	
School policy in place for collection of money	
School Council approval of the activity (e.g. parent payments, camps, fundraising activities)	
Develop <a href="#">Budgets</a> - Revenue and Expenditure	
Investigate: (Cashless Options) <ul style="list-style-type: none"> <li>• Ticket tokens</li> <li>• Payment apps</li> <li>• Portable EFTPOS machine</li> <li>• Third party providers – (e.g. Trybooking / Event Brite)</li> </ul>	
Cash takings counted by two people	
Control receipt (for when cash is not collected at the office)	
Receipts issued from CASES21 immediately	
Banking completed / pick up arranged	
<a href="#">Profit and Loss</a> reported to School Council – (where applicable)	
<b>Trading Operations</b>	
Acquisition of stock in accordance with DET policy – refer <a href="#">Section 3: Creditors</a>	
Acquisition of assets in accordance with DET policy – refer <a href="#">Section 4: Assets</a>	
Twice yearly stocktake (inventory) completed by two people	
<b>Events</b>	
Register of accountable documents (tickets)	
Register of items to be sold (chocolate drive)	
Authorisation form for sales of tickets or Items (not sold at the office)	
Float collection responsibility determined	
Float collection form signed – if required	
Cash collection form – during the event	
<b>Camps &amp; Excursions</b>	
Class lists with cash receipts to be forwarded to office	