



Cash Handling Policy

May 2021

The aim of this policy is to provide a clear and open statement of intent by the governing body with respect to the handling of cash within the school.

Introduction

The governing body is committed to ensuring that there are effective health and safety practices and policies in place for all pupils, staff, governors and visitors. The governing body is also committed to supporting the staff so that they are able to carry out their duties effectively and efficiently. We recognise that it is important that the school has a clear policy on handling cash in the interests of protecting all staff involved and allowing auditing to carry out efficiently from time to time.

1. Governors' Charging Policy

School charging policy has been determined by the whole Governing Body, not by a committee.

A charging policy ensures that the school has a policy and procedure for setting charges for items or services provided. In developing the policy Governors decided on the level of charges, the costs connected with renting the facility/availability/providing the service, the amount of income desired and the suitability of the charges in relation to other providers.

2. Records kept of all income due

Full details are held within the Finance Office of all regular income due as well as income from occasional invoice charging.

Record must be kept of all monies received in school and all payments made from the school office. **Cash cannot be used directly for any source of payments.**

3. Cash Transit

Gascoigne is a cashless school, but in the event of a need to collect cash, in custody of employees on foot or in a vehicle – no more than up to £500 to be carried.

Employees using their own private vehicles must notify their car insurers of the purpose of the business journeys to ensure that they are adequately covered to carry cash.

Conditions:

1. Two persons with dye discharge bag and mobile phone – up to £500

4. Recording reimbursements of money to staff

School ensures that reimbursements of money to staff are against appropriate receipts and are recorded and signed for.

5. Receipt of Money

The Headteacher oversees all money collections and payments throughout the school. However, all staff are required to ensure that when they handle money:

- Teacher will collect money received from children and pass it on to Finance Officer for safe keeping as soon as possible, who will lock in a secure safe.
- Staff may receive money from parents e.g. in payments of clubs/dinners but must pass this money on to the Finance Officer who has the responsibility for collecting, recording and processing such payments as soon as practicable.

6. Security of cash & cheques

Cash and cheques are locked away in the safe as soon as it is handed over to the Finance Officer to prevent loss or theft.

7. Paying into bank

Collections are paid in promptly and in full. Paying-in slips show clearly the split between cash and cheques and list each cheque individually and are clearly coded to the appropriate income code.

8. Income collection not used for payments

Income collections are not used for the encashment of personal cheques or for other payments.

9. Lettings

The Governing Body must approve income scales for the lettings of school premises and the use of school facilities.

Income from lettings of school premises must not be payable into voluntary or Private Funds held by the school.

All lettings are authorised by the Headteacher or delegated person within a framework determined by the Governing Body within the Lettings Policy.

10. Division of responsibilities

The responsibility for identifying sums due to school should be separated from the responsibility for collecting and banking such sums.

11. Invoices issued within 30 days

Where invoices are required they are issued within 30 days (in some cases - termly).

12. Reconciliation of collections and deposits

This reconciliation involves regular monitoring to match income receipts/other documentation to accounting records on Oracle/financial system. These reconciliations are reviewed by someone independent of income processing.

Petty Cash

School uses petty cash for making purchases of a minor nature. Nevertheless, it is essential that the proper controls are in place to prevent losses and fraud. Payment of petty cash is made by **CHEQUE**

ONLY

The standards below provide petty cash controls covering authorisation, documentation and secure storage of cash.

Supporting documents: Petty Cash

- Document showing maximum level of petty cash approved by Governors
- Petty cash standardised forms
- Receipts/VAT invoices to enable the reclaim of VAT
- Copies of top up relating to petty cash
- Signed evidence of petty cash reconciliations

1. Agreed level of Petty Cash

The agreed level of petty cash to be held is up to £20.

2. Security of petty cash

The Headteacher/SBM/Finance Officer ensures that the petty cash fund is held securely and that the two designated finance staff have direct access. The Petty Cash is held in the safe.

3. Proper use of petty cash

Payments from the petty cash fund are limited to minor items, which have been approved in advance by an authorised member of staff.

4. All Expenditure supported by receipts

All spending from the fund must be supported by receipts, identifying any VAT paid. It must be signed for by the recipient and countersigned by an authorised member of staff.

5. Accounting records are kept

Proper records are kept of amounts paid into and taken out of the fund. All transactions must be entered in the petty cash record, which is checked and signed periodically by the Headteacher/SBM/Finance Officer.

6. Regular independent check on petty cash

The amount of petty cash fund is checked at least monthly against the accounting records.

7. Division of duties – process

The Headteacher/Finance Officer ensures that at least two individuals are involved in the petty cash process.

All accounting records must be completed promptly, in line with this policy and LA regulations and kept up to date.

Review date – May 2022