

The Oaks Federation



Cash Handling Policy

Greenway and Trowbridge Primary School

CASH HANDLING POLICY

It is important that the school has a clear policy on handling cash in the interest of protecting all staff involved and allowing auditing to be carried out efficiently.

Shortage should be investigated promptly.

This policy should be distributed to all member of staff collecting money.

1 Transfer of Cash collected in Classes

Records must be kept of all monies collected in classes. All payments made into the school office must be accompanied by a class cash collection form completed by the member of staff counting and transferring the monies. No transfer should take place without this form. The Admin Officer or will be responsible for checking that the amount received tallies with the amount on the form and will initial the form as evidence this check has been performed.

2 Recording of Cash Collection

All cash collected should be handed to the school's office on a daily basis using the money transfer envelopes provided. Monies collected in classes (e.g. for trips) must also be recorded on the Class List which is printed on the back of the cash transfer form. The class list details the names of pupils from whom money has been collected, and the amount and the payment type (cash or cheque). These completed class lists are used to update pupil payment records in Voluntary Funds.

3 Storage & Transfer of Cash

No cash should be kept in the classrooms overnight. In exceptional circumstances, access to the school safe may not be available and in this instance, cash can only be kept overnight in the classroom if it is locked away in a cupboard in the secure safe provided for this effect. It should then be handed into the school office on the following day. No more than £20 in cash should ever be kept in classes overnight.

At no time during the school day should money be left unattended or in a conspicuous position even for a few minutes, instead it should always be locked away when it is not handled. Staff should be very discreet about the temporary storage of cash.

Cash must be ALWAYS be handed directly to the Admin Officer. It must never be left unattended on the desk in the office.

4 Issuing of Receipts

Receipts can be issued to parents for money received in the classroom or in the school office. This applies to collections for school organised activities only and does not apply to collection of funds collected on behalf of third party organisations (ie.

external club bookings or uniform sales). Receipt books can be obtained from the school office. Receipt books should be kept for the current year and for the two preceding years.

5 Reporting of Shortages

The Headteacher should be informed immediately if a cash discrepancy is discovered.

6 Forms

Class forms to be used by all staff paying money into the school office and Class Lists printed on the back of these forms must be completed when staff collect money from pupils.

7 Banking

Cash must be banked frequently to prevent large amounts of cash being left on the premises. Transits of money should be carried out in accordance with the conditions of the school's insurance policy.

To mitigate the risk of theft by a third party, the time and day of banking should be varied.