



## **ST. ANNE'S C.E.(VC) PRIMARY SCHOOL**



### **HANDLING CASH POLICY**

***'Together With God, Making Learning a Life Long Friend'***

Approved:	28.6.2021
Review Date:	31.8.2024

#### **Rationale:**

Cash presents as one of St Anne's C.E. (V.C.) Primary School's greatest vulnerabilities. There are many aspects of cash handling that pose opportunities for fraudulent behaviour. This policy allows the safe use and movement of cash throughout the school, whilst protecting the staff and others involved in its receipting and collection. This policy also ensures that St Anne's continues to meet DET guidelines and best practice requirements.

#### **Aims:**

- To provide a well-managed system for the handling of cash across the school
- To minimise all risks and opportunities for fraudulent behaviour
- To ensure all cash payments are receipted in a timely manner and in accordance with DET guidelines

#### **Implementation:**

##### **Office Collection**

- All money to the value of £300 is stored in the back office, which is kept locked. Any money over the sum of £300 is to be stored in the secure cash safe in the office within the kitchen. A safe key is kept in the key cabinet in the main office.
- All money will be receipted as soon as possible with batches from all tenders (cash, ParentPay) to be closed and up to date at the end of each week.
- Banking is to be undertaken once a month if needed. Money should not be left in the office over the weekend or during school holiday periods.
- Any discrepancies within the banking that cannot be resolved must be reported to the Headteacher.

##### **Classroom Collection:**

- Teachers must collect payments and notices from pupils each morning.
- All payments and notices must be placed in the class' register and sent to the Office by 9:30 am each morning.

- Office staff will check each Class register upon receiving it.

#### **Parents Association:**

- Throughout the year the Parents Association run events that will require cash handling.
- Any floats that are required must be organised with the Office Manager at least one week in advance.
- Parents may be left without staff to collect cash at events provided they have prior approval by the school and the Parents Association. No parent should ever be left alone to collect cash.
- The Parents Association must present a list to the Business Manager prior to the event, stating which parents will be responsible for cash handling. The list must also state who will be taking the cash home if it cannot be immediately taken to the office.
- Once the Parents Association's event has concluded, two members must together count the total amount of cash collected and record both their names and the final amount on a Fundraising Collection Sheet.
- This sheet along with the cash must be given to the office as soon as possible.
- Once the cash has been received and counted by office staff, they must record the total counted, the batch number in which the cash was received and the receipt number on the Fundraising Collection Sheet.
- The Fundraising Collection Sheet is then filed with a copy of the receipt within the Fundraising Folder that is kept in the office store room.

#### **Student Led Events:**

- Students may run events that require cash handling.
- Any floats required must be organised with the Office Manager at least one week prior to the event by the teacher in charge.
- The teacher in charge must keep a list of all children who will be responsible for cash handling.
- Students must never be left alone to collect cash.
- The teacher in charge is responsible for counting the final amount of cash received.
- The teacher in charge must bring the cash collected back to the office as soon as possible.

#### **Evaluation**

- This policy is to be reviewed on an annual basis.

Any suspicious behaviour regarding cash handling must be reported to the Office Manager and/or the Headteacher for investigation.