

Sperrinview Special School Cash Handling Procedures

Procedures for handling cash in school

It is through goodwill that the teachers in Sperrinview handle cash in classes.

Cash in classrooms is never to be left unattended. Where cash is being collected on a regular basis it should be kept in a lockable cash box which should be stored in a locked cupboard.

In order to maintain adequate accountability, records should be maintained for all monies collected from pupils [see appendices 1 & 2]. All income received should be recorded and receipts should be retained for all expenditure.

Teachers and classroom assistants should complete monthly monitoring and checking records. These should be provided to the Principal at the end of each term. The Principal/Vice Principal will carry out spot checks termly to ensure that large sums of money are not accumulated. These checks will be signed and dated.

Details of the income and expenditure from the class fund should be submitted annually to the Board of Governors, at the end of June. Governors are obliged to include this information in their annual report to parents.

Other monies [including dinner money and payments for specific events etc] is to be brought to the Secretary as soon as possible.

Eg Dinner money is to be given to the Secretary by 10am each Monday.

Money should only be left in the office if the Secretary is there to receive it. While taking money to the office is recognised as a positive and independent task for pupils, it may be necessary for staff to shadow some pupils to ensure safe delivery of the money.

Petty Expenses

When a member of staff makes an authorised purchase on behalf of the school he/she should acquire a dedicated, dated receipt. On the reverse side of this receipt details of items purchased should be recorded, and it should be signed and dated before it is given to the Principal for payment. Since petty cash is not retained in school all payments will be made by cheque [from the school fund account] before amounts are reclaimed from the EA Southern Region.

Lodgements

Cash is to be lodged to the relevant account[s] on the day it is received in school.

Equivalents of cash eg postage stamps should be kept in a locked cupboard or school safe.

The key of the safe is retained by the Principal or another designated member of staff authorised by the Governing body.

School Fund

When a donation to the school fund is received a receipt is issued. This is signed and dated by the Principal before the amount is lodged to the school fund account at the Ulster Bank, Dungannon. The lodgement slip number is recorded on the rear of the copy of the receipt.

Claim for Recoupment of Petty Expenses.

Staff should seek prior approval from the Principal/Vice Principal for any purchases. When authorised expenditure takes place and staff members return dedicated receipts, signed and dated, they are reimbursed by cheque from the school fund account. Information is then recorded on a PC1 form and when completed it is forwarded, together with all receipts, to the EA Southern Region for payment. When the school has been reimbursed cheques are then lodged to the school fund account and the advice slip is attached to a copy of PC1 form and retained in school for record purposes.

EA Southern Region petty cash monies will never exceed £50

Review

All transactions are monitored by a designated member of the Board of Governors.

Signed: _____ Date: _____

