



OLSJ
OUR LADY + ST JOSEPH
CATHOLIC PRIMARY SCHOOL

Cash Handling Policy 2019

Our Lady and St Joseph Catholic Primary School

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Approved by: Governing Body
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Scope of the Policy

This policy is to ensure the safe handling of cash receipts. The policy is aimed at ensuring all staff know and are confident about handling any cash received. The policy is in accordance with the requirements of the Charity Commission.

The term “cash” used in this policy includes:

- Notes and coins
- Cheques and CCV vouchers
- Bank orders and credit card receipts

Policy Statement

The policy is designed to provide the internal controls needed in this area for the protection of the school, Governors and staff who are themselves fundamentally responsible for control of the school’s activities and funds.

All cash handled by staff, must be dealt with so as to ensure its safe custody and mitigate against loss whether through fraud, misappropriation or mistake.

This is part of the obligation of staff to ensure that all assets are used for the benefit of the school, whether from donations or cash earned.

Key Points

Segregation of Duties

One of the prime means of control is the separation of those responsibilities of duties which if combined would enable one person to record and process a complete transaction. If duties are segregated, this reduces significantly the scope for errors and oversights, as well as deliberate manipulation or abuse, and builds in additional checks. For example, if the person who records incoming cash is the same person who checks that cash paid in is recorded on the bank statements, it would not be easy to detect any dishonesty. Mistakes are more likely to go undetected if a person checks their own work. The principle of segregation is important with regard to both income and expenditure, and capital transactions, and relates to all areas of operation and management, but is particularly applicable in areas where cash is processed or handled such as Finance and Fundraising.

Governors are responsible through the selection and monitoring of their Senior Leadership Team, and systems of control, and that they cannot rely on trust for these controls to be effective and are legally accountable to the School. Accordingly they must exercise reasonable care and skill when appointing staff and reviewing their performance.

Procedure

Income in Person

- Any cash or cheques received in the office needs to be recorded on Tucasi Cash Office and a receipt issued.
- Payments are only to be made to the Finance Assistant or School Business Manager.
- Weekly reconciliation of these funds is done by the Finance Assistant and/or School Business Manager to ensure separation of duties.

Fundraising and other Cash Collections/Trips

- All trip payments are handed to the teacher or class TA and recorded on a class trip sheet.
- The class TA hands in all monies and trip letters to the office, who then reconcile the collection and prepare it for banking and checking by the School Business Manager. Monies are to be locked in the safe until they are banked.
- All class fundraising is to be supervised by the class teacher or TA and handed to the office staff as soon as the event is over. The money will be counted and locked in the safe until banked.
- Under no circumstances should significant quantities be carried on public transport, a taxi must be used.
- Any cash should be counted by 2 people.
- All counted cash is recorded on a banking slip and the Finance System, before banking.

Banking

Cheques/cash should be paid into the bank as soon as reasonably practicable. Staff should be aware that cash over £2,000 is not insured in the safe.

Wherever possible cash/cheques totalling in excess of £2000 should be banked and not left on site overnight. Cash not kept in a safe will not be covered.

If any member of staff becomes aware that activities are being planned where it is likely that more than £2,000 in cash is likely to be brought onto the premises they must inform the Business Manager to enable interim insurance cover to be put in place.

The Bank should be reconciled regularly, identifying any standing orders, direct debits, credit/debit card receipts and CCV credits.

Duties for the recording, reconciliation and banking of cash should be monitored monthly and checked to ensure that all cash received has been paid into the bank, and there is an audit trail for all cash receipts.

Safety of Staff

When banking or collecting cash the safety of staff is paramount. Staff should on no account put themselves into situations of danger, and should give up/not seek to recover cash or valuables if in physical danger.

Staff should follow the guidelines below to determine how many people are required to take money to the bank:

£Nil to £2,500 1 person

£2,501 to £5,000 2 people

Important Final Points

- Under no circumstances should: – Cheques/cash be put on desks
- Cheques/cash be left on/in workstations
- Cheques/cash be left unattended –
- Out of pocket expenses are removed from donations. An Expense Claim Form together with supporting documentation should be submitted to the Business Manager.

In all circumstances ensure that a receipt is issued and amount and the name is recorded.