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| St. Michael's Academy | Date signed off: | No. |
| | Spring 2015 | |
| Policy for: Cash Handling Policy | Review Date: Spring 2017 | |

Cash Handling Policy

All Staff

Rationale

We recognise the potential for a great deal of cash to be passing through the school and therefore we aim to make this as systematic as possible, ensuring accountability and the elimination of lost money.

Our Aims

- We aim to ensure all staff understand the reason for this policy and the procedures within it.
- We aim to encourage all parents and those who come into contact with the school to use the procedures that we deem most appropriate for safer cash handling.
- We seek to continue to further improve the systems and procedures we have in place.

Policy

- Cash handling will be kept to a minimum and whenever possible and practical, transactions will be encouraged to be done with cheques.
- We request that parents / carers send in any payments in a sealed envelope labelled with the child's name and purpose of the money.
- Cash received will be promptly counted, recorded and put away in the fire proof safe.
- Monies will be kept in a safe and secure place and paid into the bank accounts as soon as possible but as a minimum once a week.
- Recommendations on safe limits and transit of money will be adhered to as outlined in the Finance Policy.
- Banking will be carried out on different days, and at different times to prevent a predictable routine being observed.

Signed by Chair of Governors.....Date.....

Guidelines

The following guidelines will be followed when handling cash:

- Cash will not be counted in public
- Cash will not be left unsecured in an unattended area or room
- The fire proof safe will be used to store all cash in individual labelled bags for each purpose to make accounting easier.
- All refunds will be made via the finance office directly and these will be signed for.

Finance Staff

- Cash received must be counted in front of the student to ensure correct amount is received.
- **Think about your personal safety. If attacked, surrender cash.**
- If possible travel by vehicle rather than on foot or by public transport.
- As far as possible vary the times and route taken to the bank, especially on foot.
- Bank only during good daylight hours if possible and avoid quiet streets and alleyways.
- Be aware of what is going on around you. Walk in the centre of the pavement facing the oncoming traffic.
- Never let members of the public know where you are going when you leave the office.
- Take care how you inform your colleagues of your absence but do let your manager know of your departure and expected return time.
- Keep with you a means of communication to let your manager know if you are delayed.
- Do not draw attention to the fact you are carrying cash. A box file or a strong shopping bag or even an inside coat pocket are preferable to a brief case or cash bags.

Signed by Chair of Governors.....Date.....