Income Handling Policy – June 2018

AIM

The aim of this policy is to ensure that all income handled by school staff is done so in a way to ensure that fraud prevention and risk management is maximised and that school staff and income is protected at all times.

1. **DINNER MONEY**: is encouraged to be paid on Mondays or on the first day after a holiday and paid directly to the school office.

Cheques received for school meals are stamped with the School name and number. All cheques are detailed on reverse of bank paying in slip.

The Office Manager is responsible for counting the money, recording it on the Schools Cash Office system and a receipt produced. Both M Masterson (Office Manager) and D Ryan (Office Administrator) are present when money is counted.

All money is stored securely in the office safe. Money is collected once a week by G4S who confirm collection with a signed receipt.

2. **SCHOOL FUND CONTRIBUTIONS**: are to be paid once a year at a set amount of £5 per child to be paid in September at the start of the new academic year. This is to cover items such as squash, Christmas presents, Easter Eggs, etc. The money is to be paid direct to the office where it will be recorded onto class lists.

The payments will be recorded separately in the Income book and banked at TSB under the heading “School Fund Contribution”. The Office Manager is responsible for all School Fund income recording and banking. The Office Manager signs the paying in slip. These are countersigned by the Head teacher.

3. **MONEY FOR VISITS**: when charges are made for visits all money should be paid directly to the office. Money received is recorded on class list. The Office
Manager will keep a record of the total sum collected from each class and use this to ensure the visit costs balance.

4. **FUND RAISING**: money received from these events will be counted by 2 or more persons as soon after the event as possible. The Office Manager will pay in all charitable monies usually through TSB bank on separate Paying In Slips. Parents & children are notified of total money raised through the fortnightly newsletter.

5. **BOOKBAGS**: these can be purchased at the school office only. Cash taken is paid into the School Fund account and recorded by the Office Manager in School Fund recording ledgers. Accumulated monies are banked at TSB under a separate heading and orders are paid for by TSB school fund cheques.

6. **SCHOOL PHOTOGRAPHS**: parents are given a proof photograph and if they wish to order, they must send back to school the proof photograph together with the relevant amount of money and order, in the sealed envelope provided by the school photography company within 10 days. All sealed order envelopes are placed in the secure bag provided by the school photography company and this is collected by them on a specified date. Income received as the result of sales is in the form of a commission cheque this will be banked at TSB via the School Fund and recorded in the Income Book under this heading.

7. **EXPENDITURE**: all claims for sundry expenditure by staff should have prior authorisation from the Head teacher and be accompanied by a completed Petty Cash Claim Form available from the office and receipt. Where possible a VAT invoice should be obtained. All claims must be authorised by the Head teacher prior to reimbursement.

   School Fund reimbursement are recorded in the School Fund ledgers under Expenditure and receipts will be paid by TSB School Fund cheque again recorded as an Expenditure in the School Fund Book.

Any reimbursement amounts to be paid out of the School Budget will be limited to £100.00 and paid by a cheque from the School Budget. All school budget reimbursements are to be recorded by the Office Manager and countersigned by the Head teacher.

8. **SCHOOL FUND TSB CHEQUES**: must be signed by two of the three signatories. (These are the Head, Assistant Head teacher and the Office Manager) and the amount noted on the cheque stub. Accounts are reconciled on receipt of Bank Statements by the School Bursar.

9. **MONEY IN SAFE**: as per BCC Audit we are insured for £1000 cash to be kept in the safe at any one time.

10. **MONEY AT THE END OF THE SCHOOL DAY**: money received after the Office Manager has left must be handed over to the Head teacher in front of a
witness. The money will be placed in an envelope with the amount and payee noted - and put in the safe. The Office Manager will be informed of the money received the next morning.

11. **SCHOOL FUND AUDIT**: The Office Manager is responsible for preparing the School Fund accounts to be passed for independent auditing at the end of the academic year. The report will be presented to Governors at the first Finance Committee meeting of the new academic year.

**This policy will be reviewed on a bi-annual basis.**

Policy reviewed by Governors June 2018
Next review due June 2020

Signed………………………. Chair of Governors Dated……………………..

Signed………………………. Head Teacher Dated……………………..