 **1. INTRODUCTION**

Created : 01/25

Ratified By Governors: 02/25 Review Date: 02/27

**CASH HANDLING POLICY**

* 1. The aim of this policy is to clarify procedures and processes for

managing cash/ funds in school.

* 1. All transactions will be monitored by the Board of Governors.
  2. In addition to this the Board of Governors will monitor the school fund account and review any documentation generated in line with the schools Gifts and Hospitality Policy.
  3. Accounts will be audited annually by an independent accountant.

**2. SCHOOL FUND ACCOUNT**

2.1 When a member of staff makes an authorised purchase on behalf of the school, he/she should acquire a dated receipt. This should be approved by the principal prior to purchase.

On the reverse side of this receipt details of items purchased should be recorded, and it should be signed and dated. Payments will then be made from the school fund account.

**3. LODGEMENTS**

3.1 Cash is to be lodged to the relevant account[s] two-three days after it is received in school.

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

**4. SCHOOL FUND-PARENTAL DONATIONS**

4.1 When a donation to the school fund from a parent is received a receipt is issued and copy is retained for school records.

The amount is lodged to the school fund account at the Ulster Bank, Coleraine.

The receipt number is recorded in gift account ledger at school.

**5. PETTY CASH PROCEDURES AND PRACTICE**

5.1 Petty cash monies are kept in the petty cash box which is kept in the school office in a locked drawer

Mrs Faulkner, the school secretary will solely control petty cash float

EA petty cash monies will never exceed £50

School Gift account petty cash will not exceed £250.

The keys for the locked drawers/cupboards will be managed by Mrs Russell (principal) and Mrs Faulkner (secretary).

**6. DINNER MONEY PROTOCOL**

6.1 The school secretary visits each class in the morning and collects dinner money from those children who are paying for their meal and record in dinner register.

All monies collected are then taken to the office securely along with the dinner register.

The secretary will count and record all such monies on the whole school dinner money register.

The number of dinners required is communicated by telephone call to Garvagh Kitchen on a daily basis. This is also logged in additional documentation provided to Garvagh Kitchen in writing at the end of each week.

All such monies along with the dinner lodgement book are kept locked in the school Office.

Lodgements are made through Post Office, Garvagh or in the Ulsterbank, Coleraine on a weekly basis.

Records of school meals and lodgement are kept in the school office.