

# Cantonian High School Ysgol Uwchradd Cantonian



THE BEST FROM EACH  
SUCCESS FOR ALL

## Cash Handling Policy

November 2013  
Revised Summer 2019  
Revised Spring 2020  
Revised Spring 2023

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This policy was adopted by Governors on 28 February 2023

## **Introduction**

The Governing Body is committed to ensuring that there are effective health and safety practices and policies in place for all pupils, staff, Governors and visitors. The Governing Body is also committed to supporting the staff so that they are able to carry out their duties effectively and efficiently. We recognise that it is important that the school has a clear policy on handling cash in the interest of protecting all staff involved and allowing auditing to be carried out efficiently from time to time.

The school's Business Manager and Finance Officer are responsible for administering and managing the financial operations within the school and supporting/advising other members of staff in this respect.

The Headteacher and Governing Body are responsible for monitoring and supporting admin officers' work in order to ensure there are efficient, sound, school procedures and practices.

## **Receipt of Money**

The school now uses ParentPay for payment of school trips etc. All payments should be made via ParentPay. Only in exceptional circumstances should payment be accepted by cash/cheque. In these circumstances staff should not accept any cash or cheques from pupils or parents for payment but direct them to the Finance Office where the Finance Officer will collect and log it, and issue a receipt.

(All cheques should be made payable to Cantonian High School.)

There will be occasions where cash will be collected such as non uniform days etc. This will be given to the Finance Officer to collect & record.

## **Recording money**

The Finance Officer is responsible for checking, collating, recording and banking all money paid into the General Fund.

Records must be kept of all money received in school using the green general fund form. Money collected for educational visits will also be recorded by the Finance Officer in the 'Educational Visits Payment Log' which is kept in the Finance Office.

## **Storing money**

Money will be stored in the fire-proof safe.

Only the Business Manager will carry the key to the safe on their personal key ring. The Headteacher has access to a safe key which is kept locked away should the Business Manager be absent, but will only avail herself of this key should there be an extreme circumstance in which case she will record the usage in her diary. Money must never be left unattended.

## **Banking of Cash**

Money received will be banked regularly by the Estates Officer or Business Manager. Large balances, over £500, should not be allowed to accumulate, and cash advances or loans are never to be made.

Money for banking should be taken at different times, in normal bags.

## **Irregularities**

Any concerns about money handling are to be immediately reported to the Headteacher who will record the concern and if appropriate, take action.

If a member of staff has concerns relating to the Headteacher and money handling, they are to report this immediately to the Chair of Governors.


**All accounting records must be completed promptly, in line with this policy and LA regulations, and kept up to date.**


## **Auditing**

The school welcomes the auditing of all financial systems in operation and cash handling carried out in the school. The Business Manager and Finance Officer will support all auditing procedures.

## **Policy Review**

This policy will be reviewed every two years.

Agreed by Headteacher: 

Agreed by Chair of Governors: 

Date of Issue: Spring 2023

Date for Review: Spring 2025