St John Lloyd RC Primary School

Cash Handling Policy

Purpose

St John Lloyd RC Primary School operates a cashless payment system wherever possible. Parents and carers are expected to make payments electronically through the school's approved payment platform (ParentPay).

Cash payments will only be accepted in exceptional circumstances where access to ParentPay is unavailable or unsuitable, and for specific approved activities such as:

- School trips and educational visits.
- School uniform purchases.

Other payments approved by the Headteacher where electronic payment is not possible. The school aims to minimise the amount of cash handled and held on site at all times.

Roles and Responsibilities of Staff

At St John Lloyd RC Primary School, the Office Manager and designated administrative staff are responsible for managing cash transactions within the school.

Segregation of duties will be maintained so that no individual is responsible for more than one of the following functions:

- Receiving cash and issuing receipts.
- Preparing banking deposits.
- Taking monies to the bank or arranging secure collection.
- Completing bank reconciliations.

Storage of Cash

All monies received must be kept securely in the school office and stored in the school's cash till during the working day. Where funds remain on site overnight, they must be secured in the school's locked safe.

As the school operates primarily on a cashless basis, the amount of cash held on site should be kept to an absolute minimum. Cash holdings should not exceed £1,000 at any time. Where cash collections approach this limit, arrangements must be made to bank the funds as soon as practicable to minimise risk.

The following requirements apply:

No monies are to be stored in classrooms overnight.

No monies are to remain on school premises during holiday periods unless secured within the school's safe.

The school cash till must be locked when not in use and access restricted to authorised staff only.

The school safe shall be used for overnight storage of cash and other valuable financial records as required (Up to £1000)

Records and Receipting

All monies received must be recorded promptly on the school's approved financial management system and in accordance with Cardiff Council and Governing Body financial regulations.

The following procedures must be followed:

- All income received must be receipted as soon as practicable.
- Receipts shall be issued immediately where payments are made directly to the school office.
- Income received from classes or school activities must be recorded and reconciled against collection records.
- A banking summary or deposit record must be prepared and reconciled against all monies collected.
- All income should be banked promptly and regularly to minimise cash held on site.
- Where an error occurs, the incorrect receipt must be cancelled in accordance with financial procedures and approved by the Office Manager or Headteacher.
- A clear audit trail must be maintained for all cancelled or amended receipts.

Fundraising Activities

For all school fundraising events, raffles, fairs, non-uniform days, charitable collections and other approved activities where monies are collected:

- A minimum of two responsible adults will be appointed to oversee the collection and counting of funds.
- Cash must be counted independently by two individuals and totals agreed before banking.
- Appropriate cash collection records must be completed and retained.

- Monies should be transferred to the school office as soon as possible following the event.
- The Office Manager will ensure that fundraising proceeds are appropriately recorded and banked.
- All income and expenditure relating to fundraising activities must be capable of audit inspection.

Monitoring and Review

The Headteacher and Office Manager are responsible for ensuring compliance with this policy. Periodic checks will be undertaken to confirm that cash handling procedures are operating effectively and in accordance with the requirements of the Governing Body, Cardiff Council and external audit expectations.

These controls help ensure that cash is safeguarded appropriately and that the school meets the financial management expectations of the Governing Body and Cardiff Council