

# KELSO HIGH SCHOOL

## POLICY ON HANDLING CASH

**It is important that the school has a clear policy on handling cash in the interests of protecting all staff involved and allowing auditing to be carried out efficiently from time to time.**

### 1 Auditing

The school welcomes the auditing of all financial systems in operation and cash handling carried out in the school. It is hoped that Scottish Borders Council Internal Audit Department will inspect our systems from time to time and carry out spot audits.

The school's Admin & Finance Officer will check on cash handling systems in the school and carry out audits from time to time. The Rector will reconcile the bank statement once a term. All staff are expected to cooperate fully with any audit.

### 2 Keeping Records

Records must be kept of all monies received in school and all payments made into the school office must be accompanied by a Pay-in Slip both parts of which should be completed by the person paying in. A receipt will be issued, normally on the same day.

### 3 Use of Record Sheets

When monies are collected in departments on a regular basis by teachers (eg Home Economics, Technical) they must use a sheet which lists the names of pupils from whom money is being collected with columns for collection on different days. Cash collected should be handed to the Head of Department at least on a weekly basis and a record kept by the Head of Department of monies received from staff. (Blank record sheets are available from the school office.) These record sheets should be kept for the current year and for the three preceding years.

### 4 Storage of Cash

Cash should not be kept anywhere in departments overnight unless it can be stored in a secure place. If this is not possible it should be handed into the school office on a daily basis. At no time during the school day should money be left lying about but should be locked away when it is not being handled. Staff should be very discreet about the temporary storage of cash and should not make any pupil aware of where it is being kept. Some lockable money boxes may be available from the school office to give double security. All cash must be forwarded to the school office at the end of every week and before a holiday period.

5 Issuing of Receipts

It is not necessary to give receipts for small amounts of money received such as payments in Home Economics and Technical or for tickets or calculators but receipts should be given for large sums of money or part payments. This would apply particularly to part or full payments for residential school trips. Receipts should also be given where a letter has been sent to a parent/guardian requesting payment for lost textbooks etc. Receipt books can be obtained from the school office as can instalment cards. Receipt books should be kept for the current year and for the three preceding years.

6 Reporting of Shortages

The Admin & Finance Officer should be informed immediately a cash shortage is discovered.

7 Forms

**Pay In Slip** to be used by all staff/pupils paying money into the school office.

**Record Sheet** to be used by all staff when collecting money from pupils.

**Summary of Income Sheet** to be used by Principal Teachers when collecting money from teachers prior to payment into school office.

**Instalment Cards** may be used for part-payments of eg residential trips.

**KELSO HIGH SCHOOL**

**SUMMARY OF INCOME**

\_\_\_\_\_ Department

**Week Ending**

<b>Teacher</b>	<b>Weekly Total</b>
<b>Total Handed to Office</b>	<b>£</b>
<b>Initials of Office Staff</b>	

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**PLEASE NOTE : OFFICE STAFF MUST INITIAL EACH PAY-IN. PRINCIPAL TEACHER SHOULD RETAIN THIS FORM IN FOLDER PROVIDED.**