

# *Winchelsea*



*All Individuals Matter*

**WINCHELSEA PRIMARY SCHOOL**  
**RUSKINGTON**

**CASH HANDLING PROTOCOL**

## **Part 1: Introduction**

It is essential to identify all possible sources of income and to control the collection of the income due via records held in the school office. Income charging rates should be determined and approved by the Governing Body and reviewed on an annual basis.

## **Part 2: Aims and scope of this protocol**

**This protocol aims to:**

- Ensure segregation of duties at all times – to prevent one person being responsible for receiving, recording and banking money;
- Ensure reconciliations are carried out – to maintain an independent record of money received and banked;
- Issue receipts – to provide an audit trail for all money received;
- Maintain physical security; and
- Ensure regular banking is carried out – to prevent temporary “borrowing” of cash.

## **Part 3: Type of income**

- Educational visits;
- Letting fees;
- Nursery/Breakfast club payments;
- Voucher payments;
- Sales;
- Donations.

## **Part 4: Payment methods**

Income can be received by the following means:

- Bank Transfer/BACS – Payments, for example grants, can be made directly into the Lincolnshire County Council’s bank account. A remittance advice should be sent from the payee/provider to inform the school office so that the payment can be recoded to the school’s cost centre.
- Cheques for PGL, Breakfast club and Nursery, should be made payable to “Lincolnshire County Council” (cash is also still acceptable). Correct payee information should be included in all correspondence and payment should be placed in a sealed and clearly marked envelope.
- Payments for school visits should be via a bank transfer to the School Fund account. The child’s name and visit should be used as a reference on the payment for ease with reconciliation. Cash and cheques are still acceptable but bank transfers are preferable.
- Childcare vouchers – an agreement/contract has to be drawn up with the individual parents prior to commencement, but once authorised payments can be made directly into the Lincolnshire County Council’s bank account. A remittance advice should be sent from the payee/provider to inform the school office so that the payment can be recoded to the school’s cost centre.

### **Part 5: Cash handling and receipting**

For all educational activities with a cost assigned a Microsoft Form will be sent out to parents with all the details. A spreadsheet will be created in conjunction with the form in order to record the payments whether they be online, cash or cheque. Receipts will be issued for all payments and emailed to the parent/carer.

All other types of income will be handled through the office.

### **Part 6: Reconciliation**

When reconciling any payments time must be taken to ensure accuracy. Bank reconciliation should be carried out at least on a monthly basis. Do not be distracted and be aware of possible counterfeits. (If unsure, counterfeit money should be removed from circulation and taken to the bank). When processing cheques ensure the following:

- The date is valid;
- Correct payee;
- The amount in words and figures match;
- The cheque is signed;
- Any amendments are initialled by the parent/carer.

### **Part 7: Banking**

Banking of any cash/cheques will be carried out on a weekly basis as the school's insurance only covers £1,000 to be stored on site.