

St. John the Baptist Primary School

Bunscoil Eoin Baiste



Cash Handling Policy

Procedures for Cash and Cheque Handling

- ① All cash receipts and payments are dealt with our office secretary and records are kept centralised and itemised.
- ① Teachers receive money and/or cheques from pupils, record money/ cheques received and send it to the general office in separate labelled containers /envelopes.
- ① The school secretary receives dinner money, swimming money etc. calculates change and sends the change to the class teacher for distribution.
- ① The school secretary receives all other monies and records the nature of the payment in the ledger book and in the lodgement book.
- ① For minor payments authorised by the Principal, all receipts (which should be provided) are retained in the general office. A petty cash ledger is completed and this shows the current balance of the school's petty cash account. All petty cash receipts are entered to the register on chronological order and filed properly and kept secure in the office.
- ① The account is monitored by the principal and the amount is lodged to the bank account when it is over £250.
- ① The maximum amount of cash that can be kept in the office school in one account is £500.
- ① Account statements are cross-checked jointly by the school secretary and the Principal every month. All cheques are cross referenced with cheque stubs and the lodgements are cross referenced with the general office's lodgement book.

The Designated Governor for School Accounts checks the school's accounts each year and this is minuted in the Board of Governors' meeting which follow the accounts check.

Signed: Mr John McComb (Principal)

Signed: Mrs J Preshur (Designated Governor for School Accounts)

Signed: Mr David Shortt (Chairperson of Board of Governors)

Date: