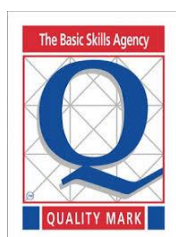




THE SAINTS FEDERATION

School Cash Handling



Document Control

Organisation	The Saints Federation
Title	School Cash Handling
Author	School
Owner	Head Teacher and Governing Body
Protective Marking	NOT PROTECTIVELY MARKED
Review date	Annually

Revision History

Revision Date	Revision	Previous Version	Description of Revision
March 2024	1.0	N/A	Policy created and signed off

Signed by Chair of Governors on behalf of the Governing Body

.....

Signed by the Headteacher:

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Date approved: (by full Governing Body)

Date of review:

The Saints Federation

School Cash Handling Systems

- Teachers / Teaching Assistants to record any cash given to them and money to be sent, appropriately labelled, immediately to the school office for safe keeping.
- No money to be left on classroom tables or in classroom cupboards.
- When cash is counted one person is to count cash and another to witness and both to sign the safe money book and entered on the Register of Income.
- When income is transferred for banking, the Register of Income must be signed by both officers.
- Where ParentPay has not been used and money has been handed in - this must be banked weekly.
- No more than £1000 cash to be kept in the safe at any one time.
- Safe keys to be taken off site at the end of the day.

Headteacher's Signature:

Date:

Chair:

Date: