Section 8
Receipting of Income, Security and Banking

1. Introduction

All monies received should be properly receipted and recorded, held securely and banked promptly to the correct account. The school’s accounting system should be updated as soon as possible once the income is received. It is advisable to process the income entries prior to banking.

2. Key Controls and Procedures

Receipts should be issued at the time for all cash received, with pre-printed sequential numbered receipts for control purposes. If receipts are not issued an acknowledgement of collection should be made by entry in a register (e.g. for school journey collections).

A member of staff handing cash to another member of staff should ensure the cash is counted and agreed at the time of hand-over.

Responsibility for the control and issue of receipt books (and pre-printed sequentially numbered invoices and chequebooks) should be designated to an appropriate member of staff.

Prior to banking, all revenue and voluntary fund monies received should be held securely in a safe or a lockable fireproof filing cabinet.

The custody of safe keys should be specifically allocated to one or two members of staff and only they should open the safe. A maximum of three keys should be cut and issued to maintain adequate control, with one of these keys held by the Headteacher or a delegated deputy for use in an emergency. Safe keys and cash-box keys must not be left on the premises overnight or at weekends.

Monies held in the safe for other persons/organisations (e.g. the PTA or catering contractors) should be held in separate locked cash-boxes. It should be made clear to the person(s) responsible that this money is their sole responsibility and the cash boxes should be locked and the keys held in their personal possession. They should also make their own insurance arrangements to cover the risk of loss of money.

Two members of staff should be involved in the emptying, counting of cash and recording of monies collected from coin machines. If the school is satisfied that these amounts of cash are minimal, and one person can fulfil the above tasks, then a senior member of staff should overview the situation to ensure that amounts banked are reasonable and are banked regularly.
Banking should take place at least weekly, or more frequently if necessary. The Governing Body should stipulate an amount above which monies must be banked more frequently than weekly, bearing in mind that the cash cover is not included as part of the standard insurance package but schools in the Safehands Scheme can now purchase Money Cover as an optional extra. This should be detailed in the school finance policy.

**Schools who have arranged their own insurance should check the provision of their policy.**

Monies collected should be banked intact and personal cheques must not be cashed from monies collected.

The person responsible for banking should complete the bank paying-in slips with details of the amounts of each cheque and sufficient information to identify the source of the payment.

The Headteacher or designated deputy should ensure the amount banked agrees with the appropriate school records.