

GLEBE PRIMARY SCHOOL UNITED LEARNING ACADEMY

Cash Handling Policy 2023-2024

Updated: Autumn 2023
New Review: Summer 2024

Approved by the Local Governing Board on 6th February 2024



Signed by: Mr. James Dempster
Position: Chair of the Local Governing Body

Title	UNITED LEARNING CASH HANDLING POLICY
Policy Owner	Head of Internal Audit
Effective date	November 2023
Last revised	November 2021
Next review date	November 2024

1. Scope

The policy and procedure set out in this document applies to all Trustees and Governors, and to all staff employed by United Church Schools Trust (“UCST”) and United Learning Trust (“ULT”) including teaching, non-teaching, fixed-term, part-time, full-time, permanent and temporary staff. The two companies (UCST and ULT) are referred to in this policy as ‘United Learning’.

In light of the charitable status of the organisation and its commitments around regularity, propriety, compliance and Value for Money, the procedures in this document are mandatory and non-compliance may lead to disciplinary action.

It is the policy of United Learning to try to eradicate the taking of cash and the subsequent movement of cash through schools and the Group as a whole. However, there are instances where this may not be possible due to parent or customer preferences and some schools may have no option but to accept cash due to the location in which the school is situated. It is therefore important that cash is handled in a secure manner.

If a parent or customer visits a school with the intention of paying by cash, they should be given the school bank paying in details and asked to pay the cash in through a bank. Parents should also be strongly encouraged to use the school’s secure online payment system (if available) to remit all contributions to the school. This minimises the available opportunities for the misappropriation of cash overall.

If no alternative is possible then a robust process of recording monies due, who from, and when received must be in place. No one person should be in control of the process and segregation of duties must be in place.

2. Collection of Cash

It is best practice for all cash to be taken directly to the school’s finance office or handed over directly to a member of the school’s finance team and a receipt provided immediately. Cash should not be accepted by teachers or non-finance support staff. It is acknowledged that there will be differences in practice between schools, however schools should work towards achieving best practice. If this is not feasible, schools should seek advice and guidance from Internal Audit or their Finance Business Partner.

In the case of envelopes that contain cash, these should be signed by person handing over the cash to the school finance office, and the amount of cash should be shown on the envelope. The envelope should also be signed by the member of the finance team receiving the cash. **See section 4 for receipting.**

This arrangement will reduce the risk of cash becoming lost or misappropriated and protect all parties involved in the cash handling process.



If the school is arranging an event where cash will be collected, the event organiser must liaise with the school finance team beforehand to ensure appropriate controls are in place and adhered to.

3. Storage of Cash

No cash should be kept in classrooms overnight.

At no time during the school day should money be left unattended or in a conspicuous position even for a few minutes, instead it should always be locked in the school safe when it is not handled.

Cash must **always** be handed directly to a member of the school finance team. It must never be left unattended on the desk in the office.

4. Receipting Cash

The following procedures must be adhered to for receipting cash income:

- a) The person receiving cash should record its receipt immediately. A numbered receipt book (or till receipt where applicable) must be used to issue receipts to all payers that request a receipt and for any payments above £10. Details of the payer, the value and the reason for the payment must be clearly entered on the receipt and the receipt stub to ensure that a proper record of the transaction is maintained. Receipt book stubs must be retained for 6 years.
- b) The person who collects the cash should be separate to the person who reconciles and prepares the banking who should also be separate from the person who physically takes the cash to the bank to deposit.
- c) Cash must be kept in a locked safe at all times except when it is being counted and balanced to prepare for banking. Once banking is prepared the cash must be returned to the safe until the physical banking takes place.
- d) The key or combination for the safe must only be available to a maximum of three trusted employees at an appropriate level of authority.
- e) Any safe key or safe combination must be kept with the responsible person or kept secure in a locked area when not in use. The safe should be locked at all times and only opened when access is required: a key must not be left in the door after the safe has been closed.
- f) Cash received should be banked within 7 days. If this is not possible the total value of cash **must not** exceed the value covered by the school insurance policy. If the total value of cash reaches the insurance limit it must be banked immediately.

5. Transportation of Cash

Where cash is not collected by a security company, the following procedures must be adhered to:

- In line with the United Learning insurance policies the minimum number of people required to transport cash depends on the value of the cash involved:

Amount Carried	Minimum Number of Persons
Up to £2500	1
£2501 to £5000	2



£5001 to £10000	3
Over £10,000	Security Firm only

- The staff carrying the money should do so as discreetly as possible, varying times and routes as appropriate.
- They should remain alert and beware of complacency. If threatened or attacked, the following procedure should be used:
 - a. Personal safety of the members of staff is paramount;
 - b. Using professional judgement, consider the risk to yourself and others with you;
 - c. If judged at risk of injury or harm, surrender the cash immediately;
 - d. Make a note of the description of the individuals responsible and methods and direction of travel; and,
 - e. Report to the Police and your Line Manager immediately.

6. Money Laundering

While money laundering regulations do not apply to schools as they are not a “relevant business”, schools do have to comply with the Proceeds of Crime Act 2002 under which it is an offence to accept cash where you know or suspect it of having criminal origins.

Money laundering is the process by which criminally obtained money or other assets (criminal property) are exchanged for ‘clean’ money or other assets with no obvious link to their criminal origins.

When accepting large quantities of cash over £500 e.g. to pay for fees or accommodation, the following questions should be asked, and the response recorded:

1. Why is the payment not being made by cheque or bank transfer?
2. If the payer does not have a bank account, why not?
3. Further consideration is required regarding the country which the payer is from. Is the payer from a high-risk country?

Do not accept payments in cash if you are in any doubt as to the source of the funds and contact your Head and Business Manager/Bursar for further action.

7. Petty Cash

The petty cash holder is responsible for the security of any cash held in respect of the petty cash float and must ensure that the following is applied:

- The petty cash tin should always be kept in a secure location – preferably in a safe but at the very minimum in a locked drawer or cabinet.
- The value in the petty cash tin, including unprocessed vouchers, should never exceed the value of the float i.e. £250.00.
- Each petty cash voucher must be no more than £40.00. Any expenses claimed for over £40.00 must be put on an Access purchase ledger invoice and paid by BACS on the normal payment run.
- No loans, expense advances or expense floats are allowed through petty cash.
- Each petty cash voucher must be signed by the person who received the cash and the person who has authorised the transaction – the Head / Finance or Business Manager or the Budget Holder.



- The petty cash voucher should be input onto Access as soon as possible so that the running total of cash on the system is a realistic view of what is in the petty cash tin.
- A regular reconciliation of the petty cash tin should be carried out preferably at each “top up” but at a minimum the end of each month whether or not any transactions have occurred during that month. A copy of the reconciliation should be signed off by the preparer and the reviewer and retained for audit purposes.

When ‘topping up’ the petty cash the maximum amount that can be drawn is the amount required to bring the value in the tin back to £250.00 and this can only be drawn by the designated person at the School (usually the Finance or Business Manager). Under no circumstances must cash received from other sources (e.g. Lettings, trips, catering etc.) be used to top up petty cash or be used for a petty cash expense.

8. Foreign Currency

Where foreign currency is required for school trips or educational visits, arrangements must be made with the Business Manager/Bursar.

Where possible, a pre-paid foreign currency card e.g. Caxton card, should be used for trips abroad. Any requests to take cash abroad must be approved in writing by the Head. The amount of cash to be carried by staff when travelling abroad must not exceed the value of £2,500 in accordance with the United Learning’s insurance policies. All cash, travellers’ cheques and cards should be stored in the hotel safe where possible.

The requester will return any unused cash or travellers' cheques to the Bursar/Business Manager. The pre-paid foreign currency card and the school credit card (if applicable) should be returned together with all related transaction vouchers and reconciled on a spreadsheet.

9. Reporting of Irregularities

Any member of staff who thinks that there may have been a theft or other case of misappropriation of income must inform their line manager immediately. Where it is suspected that their line manager may be involved then Internal Audit should be informed.

The manager to whom the matter has been reported must inform the Chief Financial Officer and Head of Internal Audit.

This policy should be read in conjunction with the ‘Anti-Fraud Policy and Response Plan’.

Date of issue	Reviewed by	Approved by	Date of Approval
November 2018	Kelly Epps	Group Board	November 2018
January 2022	Amjad Ali	Group Board	February 2022

