

Mission Statement

IN CHRIST WE GROW. As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

Aims and objectives

Administration staff should adhere to this policy to ensure the safe collection, storage and transportation of school monies. The guidance compliments the management of finances and resources, scheme for financing schools, and the electronic payments policy.

Collection of monies from parents/learners and staff

Eileen Smith has the day to day responsibility for the collection of monies. It is worth noting that:

- a) No member of staff may collect money from Learners – only Finance Staff (Mr Downing, Mrs. Smith and Mrs Tipton) are authorised to do this. Exception is Class Charities.
- b) Learners will take money to Mrs Smith who will receipt the payment in their journal and issue with a receipt form the Schools Cash Office System.
- c) Mrs Smith will prepare the private fund cash for banking, complete and end of day form and reflect the activities in the Schools Cash Office System. This procedure will include the online payments.
- d) Mrs Smith will prepare the dinner money for banking and perform and end of day form for Mrs. Tipton to enter into the Sims FMS6 system.
- e) All cheque payments to school must be made a minimum of 7 days before the intended event in order to minimise the possibility of returned cheques.
- f) At least 7 days notice of any intended financial activity must be given to Finance personnel in order that the appropriate preparations are being made. This should be using form EV1.

Storage of monies

Cash and cheques should be stored in a lockable container at all times. When not being accessed or following and end of day banking the monies should be stored in one of the certified school safes. Monies should be stored in the safe every evening and removed the next day if access is required. Lancashire County Council's Financial Services rate our safes at £4000 each. This amount should not be exceeded for insurance purposes.

Transportation of monies

Mr Moore currently takes the banking to TSB in Skelmersdale. This is due to change in July when we start using G4S collection service once per week. Lloyds have requested that cash should be presented in the following way:

- Seal bank notes (depending on values being banked) into sealed packets and all coin should be bagged up (full bags only).
- Where there are oddments of notes these should always be contained within a clearly marked oddments envelope. They should be banded and be in denominational order. Do not use any paper clips or staples on notes
- Coin element must be bagged up together (no mixed denominations allowed)
- Where there are oddments of coins these should always be contained within a clearly marked oddments bag.
- A **single BGC** must be completed for the total value of the notes and coin and placed face down at the bottom of the note pile. If the notes are split into a number of bags, then you must indicate clearly on the outside which bag contains the BGC i.e. Bag 1 of 2, Bag 2 of 2.
- Lloyds stationary items should be used to bag the cash.

Collection of cash from the bank

Only Mr Smart, Mrs Tipton, Mr Moore and Mr Downing are authorised to collect money from the Lloyds Bank in Standish. Lloyds will manage all procedures within their buildings. A cheque signed by two signatories is required to obtain cash from the bank. It may be necessary to speak to the bank to ensure funds are available. At no point should the school credit cards be used to obtain cash from a cash machine.