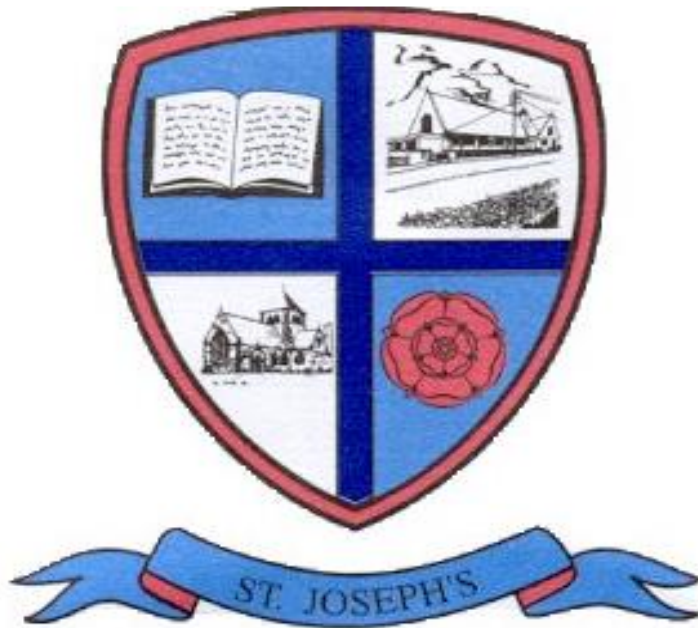
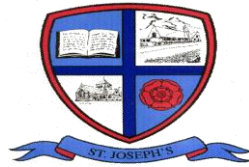


**ST JOSEPH'S
CATHOLIC PRIMARY
SCHOOL**



CASH HANDLING POLICY

**Reviewed: February 2022
To be reviewed: February 2024**



'Living life to the full'

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL, WRIGHTINGTON **CASH HANDLING POLICY**

It is the general policy that cash is not kept on school premises other than for reasons as provided for in this policy. It is further the general policy of the school that all funds paid into the school shall be banked as soon as it is practical.

The only cash belonging to the school that is authorised to be permanently kept on school premises is the petty cash float. This float will not exceed £75 unless specifically authorised by the Head teacher for a limited duration for a specific purpose. It will be kept in a locked petty cash box which will be placed in a suitable storage area as designated from time to time by the Head teacher. Specific arrangements for storage are not contained in this policy for security reasons.

In the event that it is not practical to bank cash at or before the end of the school day, cash will be placed along with the petty cash in the designated storage space.

In no circumstances, other than with the specific permission of the Head teacher for each single occurrence, will cash in excess of the petty cash limit be kept on school premises for longer than 24 hours. In the event that a cash balance exceeding £500 arises for whatever reason it shall be banked.

Under no circumstances other than an emergency and then with the specific permission of the Head teacher, will cash belonging to the school and not issued to a member of staff for a designated purpose, be taken from school premises other than for the purpose of deposit into the appropriate bank account by the member of staff designated by the Headteacher for that purpose.

ALL payments from Parents for dinner money, trips, snacks, milk etc must be paid online using ParentPay. Parents will be provided with the appropriate login details and guidance can be offered if required.

If a particular payment can be made by cash or cheque this will be clearly stated and a receipt will be issued by the office.