



## Cash Handling Policy

Date of policy:	March 2021
Date last review adopted by governing body:	7th December 2023
Frequency of review:	3 years

### Purpose of this policy

Cash is the most vulnerable asset in a school, unlike cheques or electronic funds transfers, which have their own trail of evidence for verification. To safeguard these assets, protect the staff involved in receipt and collection, and minimise the risk associated with cash handling. Writtle Infant School will ensure the conduct of all cash handling operations reflect efficiency, transparency, full disclosure and effectiveness in line with best practice internal controls, processes and procedure and comply with the Financial Management of School Trading Operations Guidelines and Internal Control for Schools.

Writtle Infant School will:

- Provide a well-managed system for the handling of cash within the school;
- Minimise risk when handling cash;
- Ensure all cash payments made are receipted in a timely manner;
- Ensure that all cash payment recording follows GDPR regulations.

### Implementation

When handling cash Writtle Infant School will implement the following procedures:

- All monies collected will be forwarded to the office.
- For fundraising activities, cash taken will be forwarded to the office and stored in the school safe. For larger fundraising events (i.e. Summer Fair and Christmas Fair) periodic collection of cash will be by WISPA committee members and then stored in a safe location. All cash is to be kept in the school's safe whilst onsite. Access to the safe is restricted to the Executive Headteacher, Head of School and the office staff.
- Prior to banking, all cash and cheques will be reconciled with receipts.
- Bank deposit slips are prepared through the school's financial systems.
- The office staff will prepare the banking.
- Any personal data will be put on a protected spreadsheet and recorded on the ROPA.
- Any discrepancies must be reported to the Head of School immediately.

### Review

Writtle Infant School will regularly monitor and review the effectiveness of the Cash Handling Policy and revise as required. Updates and requirements will be made available to staff, families and visitors via our website.

### Equality statement

The governors and staff are committed to providing the full range of opportunities for all pupils regardless of gender, disability, and ethnicity, social, cultural or religious background. All pupils have access to the curriculum and the right to a learning environment which dispels ignorance, prejudice or stereotyping.