

Key Principles of Cash Handling in Ysgol Groes-wen

Principle: We aim to be a cash free school as much as possible however if cash is collected then the following guidance should be followed.

Segregation of Duties

No single person should be responsible for all stages of a financial transaction. The person who collects the cash should not be the same person who deposits it or reconciles the bank statements. This separation of duties minimizes the risk of fraud and errors.

If cash arrives at school it will normally be collected by staff in the classroom. The money is then sent to the Admin Office to be collated and stored safely.


Accountability

Every staff member who handles cash is accountable for it.

Recording: Immediately record all cash received, including the date, amount, purpose, and the name of the person who paid.

Security

Protecting cash from theft or loss is a top priority.

Secure Storage: Cash should never be left unattended on desks or in open view. It must be locked away in the school safe. 

Banking: Cash should be banked as soon as physically possible. We aim to never leave large sums of money in the school overnight, especially over weekends or holidays.

Safe Transport: When transporting cash to the bank, staff safety is paramount. Staff should be discreet and avoid routines. Large sums should ideally be transported by a secure service or with a taxi, not on public transport.

Practical Procedures

Collection and Recording

Classroom Collections: When money is collected in a classroom for things like trips or fundraising, staff should record the amount and the student's name on a form sheet. All collected cash and the form should be handed into the school's admin office on the same day.

Centralised Point: All cash payments, should be processed through the admin office. This prevents multiple people from handling cash and simplifies the audit process.

Reconciliation and Auditing

Daily Reconciliation: At the end of each day, the Admin Officer who received the cash should count it and reconcile it against the recorded transactions.

Audits: The school should regularly audit cash handling procedures and records to ensure all cash received has been deposited into the bank. Discrepancies should be investigated and reported immediately.

Petty Cash

Custodian: A single, designated person should be responsible for the petty cash fund.

Log: A petty cash log should be maintained, detailing the date, payee, purpose, and amount for every disbursement.

Reimbursement: The petty cash fund should be regularly reimbursed to maintain a set float amount (£50 at most).

Alternative Payment Methods

Encouraging parents and students to use parent pay is and will remain a crucial aspect of this guidance. 📱

Headteacher:



Date: 26.09.25

Chair of GB



Version:	2.0
Review Date:	Hydref 2026