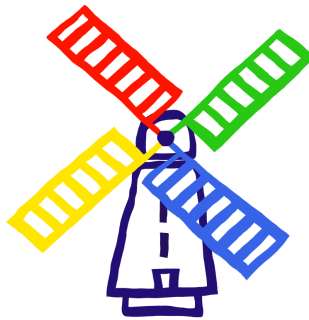


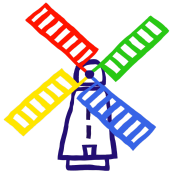
# Cash Handling Policy

Unity  
Trust  
Courage  
Curiosity  
Respect  
Kindness



A community for learning. Raising expectations. Fulfilling high standards.

Revised: **7th March 2024**  
The policy is to be reviewed by: **March 2027**  
Headteacher: **Mrs Gemma Hillier**  
Chair of Governors: **Mrs Laura Air**



# Widmer End Community Combined School & Pre-School

## 2024-27 | Cash Handling Policy

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## 2024-27 | Cash Handling Policy

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### 1. Introduction

Widmer End Community Combined School & Pre-School is a cash-free school. However, this is occasionally not possible so the School must ensure that it safeguards all stakeholders (pupils, their parents, Staff and Governors) from misuse of school funds when cash is used on the premises.

All money that is brought into school for payment of uniform, school trips, stationery etc be this in the form of coinage, notes, or cheques is deemed to be public funds and must be accounted for through audited budgets.

The School Fund bank account is audited under the requirements of the Schools Financial Value Management Standard (SVFS), and accounts may be scrutinised by the Local Authority Auditors at any time.

Misuse of any public monies (whether deliberately or otherwise) may be deemed to be 'fraud' and could potentially result in an investigation, disciplinary action and ultimately dismissal.

### 2. Monies received

All money received in school must be paid into one of the bank accounts held by the school, either the Buckinghamshire account or the School Fund account. (Examples: dinner money; parental contributions towards trips out of school; school uniform purchases). It is the expectation of the Headteacher and the Governors that accurate records will be kept giving details of who the money was received from and the purpose for which the money has been paid.

Larger amounts of money received from parents in respect of residentials will be acknowledged by the issue of a receipt.

There should be no money stored in classrooms at any time – all monies should be stored in the safe located in the staff area and accessed by the Bursar, Office Managers or Headteacher only.



### **3. Purchasing**

If a member of staff needs money to purchase goods for an activity, permission must be sought from the Headteacher, prior to purchasing the item. Individuals who have received the authority to make a purchase should account back to the finance office with receipts for said items and reimbursement will be made. Only transactions that have been authorised in writing by the Headteacher will be reimbursed and most of the time reimbursement will be made via Payroll.

The school has a Purchasing Card to be used by the Bursar to purchase items online or where an invoice cannot be raised.

All orders for resources or equipment are to be requested via a schools purchase order form and signed off by the Headteacher.

### **4. Payment regarding Volunteers**

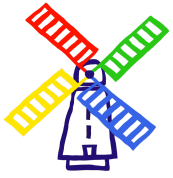
No payments will be made for voluntary work. All individuals work on a voluntary basis and at their own expense. No payment for work carried out or for travelling expenses will be made by the school, unless agreed with the Headteacher.

### **5. Financial Accountability**

Should a member of staff notice a discrepancy (cash shortage, incorrect/changed entry), the Bursar and the Headteacher should be notified immediately.

### **6. Whistle Blowing**

Any person who considers that money may be being misused is encouraged to follow the school's Whistle Blowing policy and report concerns to the Bursar or Headteacher as soon as possible.



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Information that is received about any matter will be used in the strictest confidence. (All Stakeholders should refer to the school's Whistleblowing Policy).