West Norfolk Academies Trust

# CASH HANDLING PROCEDURE

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| **Reviewed by:** | **Finance Committee** |
| **Approved:** | **October 2025** |
| **Review date:** | **October 2028** |

# Contents

## 1. Purpose

During the course of their duties, staff may need to collect money, for whatever reason, from students or members of the public. In order to protect the integrity of the staff and/or the Trust, wherever feasible Trust schools will adopt a no cash policy.

Where the avoidance of cash payment is not possible all such monies collected must be properly accounted for, and this document details the procedures that must be adopted in all such cases.

## 2. Policy Statement

This cash handling policy and procedure is provided by the Trust to protect the integrity of the staff and/or the Trust, adherence to which will ensure all monies are properly accounted for.

## 3. Scope

**3.1** Money should never be given to members of staff by students or the general public. Any money becomes 'public money' and must be accounted for in the Trust's accounting system.

**3.2** Staff members should always advise the student or member of public to adopt a cashless method of payment or where this is not possible hand their cash to the Finance Department.

**3.3** Nothing should be sold to students. All sale transactions need to go through the shop (located on the school website) to avoid the need for handling cash payments.

**3.4** Under no circumstances should staff personally retain money or use any of the cash collected for personal or academy purposes.

**3.5** All expenditure relating to the student/public money should be made through the Trust's purchasing procedures.

**3.6** This policy should be read in conjunction with Trusts Financial manual

## 4. Responsibilities

**4.1** The Accounting Officer (Executive Head Teacher) is responsible for implementing this policy.

**4.2** The Finance Manager is responsible for managing this policy.

**4.3** All members of Finance staff are responsible for the effective operation of the Policy and Procedures.

**4.4** All staff are responsible for the day to day implementation and monitoring of this policy.

**4.5** Any breach of these regulations will be treated as a serious disciplinary offence.

## 5. Procedures

### 5.1 General

- Where sums of money are to be collected from groups of individuals for trips, the member of staff should notify the Finance Department in advance. Cashless methods of obtaining payment will be discussed and implemented.

- Under no circumstances should staff personally retain money nor pay it into their personal bank account. The Finance Department must be provided with the full details of the planned event with a clearly costed business plan that demonstrates the financial viability of the event. A cashless method of payment will be implemented and where the event is to be subsidised out of department budgets then details of the cost centre (if applicable) against which it should be recorded must be given and authorisation by the budget holder.

### 5.2 Activities requiring a cash float

- With the agreement of the Finance Department certain activities will be granted a cash float either on an on-going basis or for the duration of a particular activity.

- Each ‘float’ must be signed as received by the relevant member of staff and this person will then assume full responsibility for that money. The staff member’s line manager will also be required to countersign for the cash float and should at all times be notified of its location and status. ‘Floats’ must be held securely, and wherever possible, kept in an academy safe overnight (situated in the finance department). The Finance Department must be provided with details and supporting documentation for all transactions which are made to and from the float.

### 5.3 Expenditure relating to collected monies

- In the majority of circumstances, all related expenditure should be incurred through proper use of the Trust’s purchasing procedures. The Trust’s cash handling is flexible provided that sufficient notice is given, and where the use of a purchase order/invoice process is not appropriate, money can be ‘disbursed’ in a number of other ways, including:
- Cash/cheques

Physical cash collected should not be used to purchase goods and services unless:

- There is prior written arrangement with the Chief Finance Officer or Accounting Officer which will only be given in exceptional circumstances.

- The activity has a cash float (details above) and the expenditure is less than £25.

In every instance a detailed receipt must be obtained at the time cash is tendered and this must subsequently be presented to the Finance Department for recording purposes.

### 5.4 Cash paid to students

- Cash payments to students should never be issued. Any payment to a student should be issued directly to a parent via Bacs wherever possible. If cash is to be issued in exceptional circumstances, then this will require prior approval from either the Chief Finance Officer or Accounting officer and payment must be issued via the Finance department.

- When money is to be paid to student’s sufficient notice must be given to enable the Finance Department to arrange for collection and payment of the cash.

**5.5 Charity activities**

- Where the school holds charity events and staff collect donations for specific charity events then these rules are relaxed. Staff may collect any donations from participants. When the event is complete all funds collected should be placed in an envelope and handed to Finance with your details and the name of the charity event.