

Income Policy (Receiving money into the school office)

Receiving dinner

- All dinner money received to be put into a dinner money envelope (if not already done so by parent) and information on front of envelope completed. This information is then typed up on an excel spreadsheet; the spreadsheet is used to then update ParentPay with the manual cash payments. This is done as and when we receive it.
- Money will be kept in the safe until collected monthly by Security Plus.
- Dinner registers are updated daily by teachers/support staff. 'P' indicates a paid dinner, 'F' is free and 'PL' is for packed lunch. Admin assistant then uses this information for attendance on ParentPay and for the 'Weekly return of school meals' form for school Cook. This is done every Friday.
- All money collated and brought to SBM office to be counted and balance with spreadsheet.
- Spreadsheet signed by 2 colleagues and filed in Dinner Money file in SBM office.
- Telephone calls made to parents re outstanding monies and debt recovery procedure followed and debt recovery spreadsheet updated

Receiving other monies:

- Any money for trips/residentials is handed to the Admin Assistant and a receipt is issued for each transaction. The Admin Assistant keeps a spreadsheet list of names of pupils paid and amount paid and showing which pupils have not paid. This is accessible to Teachers/support staff too.
- Any money collected for clubs is receipted by the Admin Assistant and the spreadsheet updated.
- Any cash collected is kept in the safe
- On a Monday the Admin Assistant will transfer the information from each spreadsheet onto a paying in slip, totalling the whole week's income ready to be banked. The cash and slip is checked by the SBM and both staff sign.
- The income is banked weekly, however this is done at different times so a pattern cannot be detected by any individual
- The weekly income spreadsheet with supporting info is given to the School Business Manager for filing and available for bank reconciliation.

Policy approved by Governors: Nov 2023

Date of next review by Governors: Nov 2024