



LOCATION: SCHOOL HANDBOOK, SECTION I, DOCUMENT 27

## **COLLECTION OF MONIES**

1. No money should be kept in classes.
2. All monies brought by children to be sent to the school office for recording/banking as appropriate. As far as is practical, all monies should be requested from parents/carers to be brought in on Mondays. This will enable the office to handle and allocate monies for classes efficiently, for the week, at the start of the week.
3. All monies should be sent to the office in clearly marked containers/purses indicating purposes.
4. All receipts for items purchased must be marked with the class number and given to the Finance Assistant for her records.
5. Purchases will be reimbursed promptly via the Finance Assistant who will advise staff when money is ready to be collected.
6. Any money requiring transfer between sites will be carried by a member of Senior Leadership Team or by the Finance Assistant.
7. In the F.E. Department, students are responsible for carrying money that they bring in for Educational/college activities when they are learning to manage their own finances.

K.JOY

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