**Dales Park School Cash Management and Handling Policy**

The following procedures **MUST** be followed when collecting/handling cash in the school building.

**GENERAL RULES**

All counting/banking of cash is the responsibility of Mrs Lynch

Mrs Lynch will ensure that all cash is counted and witnessed by a member of the senior management team (SMT)

No cash should be left in the office out with the hours of 12.30pm and 3.20pm. If you need to leave cash, this should be left with a member of the SMT

The safe keys will be held as follows: outside door key held by Mrs Lynch, inside door key held by a member of the SMT

**CHARITY COLLECTIONS ETC**

Where money is taken in by pupils in the morning for charity collections etc, cash must be collected by each class teacher first thing and handed in to a member of the SMT for safe keeping. NO money should be left in the office for Mrs Lynch to arrive at work.

**CLASS ENTERPRISES**

Any money collected in through class enterprises should in the first instance be counted and recorded by the class teacher. This should then be passed to Mrs Lynch for counting and banking as above.

If there are any queries regarding this policy, please speak to Mrs Lynch in advance