



CALLINGTON COMMUNITY COLLEGE ACADEMY TRUST

CASH HANDLING POLICY

Cash, cheques and credit card receipts are brought over from the Sports Centre by the Sports Centre Manager and from the Beauty College by the Head of Beauty or Assistant weekly, usually on a Monday morning.

Catering and vending cash is brought over from the Canteen by the Catering Manager or Catering Supervisor on a daily basis after 3.00 p.m.

Cash and cheques are brought over from the Space Centre by the Space Centre Administrator on the morning any monies are received.

Cash and cheques are brought over from Reprographics by the Reprographics Manager monthly (there is a safe in Reprographics).

Cash is brought over from the Library by the Library Manager approximately monthly.

College technicians and nursery staff hold small amounts of petty cash – no more than £30, which was agreed with the College auditors. They bring up receipts on a regular basis (generally weekly).

The telephone coin box is emptied at the end of half term by the site staff and taken to the Finance Office where it is counted and put in the safe.

The money taken at Student Reception for uniform, college trips, curriculum equipment etc., is receipted and put in money bags either in the Finance Officer's drawer or in the small safe in the Finance Office. The money bags are returned to the large safe in the Training School Office at the end of every day.

All enterprise, catering, main college account and Heads account money is counted by the Finance Assistant on a daily basis. When the money is being counted it is ensured that there is someone in the Finance Office at all times.

The Site Manager and Assistant Site Manager, generally together, take the money to the bank on different days of the week and alter their route and parking position.