

Carrick Primary School



Cash & Cheque Handling Policy

March 2016

Vision Statement

Forward Together: “Ar aghaidh le cheile”

Mission Statement

In Carrick Primary School we aim to provide a safe, caring and stimulating environment, in which to realise and celebrate the academic and non-academic potential of all our pupils. We expect our pupils to work hard and for parents to assist us in laying the important foundations for future learning. We recognise that children have a detailed and an intimate knowledge of our school’s provision and processes, particularly teaching and learning. We will draw upon this knowledge in order to make improvements.

Carrick Primary School’s Aims

In our school we aim to:

- Develop and strengthen each pupil’s understanding and love of Catholic values by promoting the Catholic ethos throughout the school;
- Create a safe, enjoyable learning environment in which effective learning is facilitated and quality teaching is provided;
- Implement all aspects of the Northern Ireland Curriculum;
- Help our pupils to develop a positive attitude towards life and a love of learning;
- Value, respect and nurture every child in our care;
- Encourage pupils to respect themselves and others and to support and care for one another;
- Equip our children with the necessary life skills to enable them to participate in a fast changing society;
- Endorse the United Nations’ Convention on the Rights of the Child and work towards the implementation of policies and practices which reflect the Convention; and
- Involve the parents, Board of Governors and wider community in the life of the school and in the holistic development of the children in our care

Carrick Primary School

Procedures for Cash and Cheque Handling

- Teachers receive money and/or cheques from pupils, record money/ cheques received and send it to the general office using two prefects, in separate labelled containers /envelopes.
- The school secretary and assistant secretary receive dinner money, swimming money etc. calculate change and send the change to the class teacher for distribution, via the two prefects.
- The school secretary or delegated person receives all other monies and records the nature of the payment in the ledger book and in the lodgement book.
- Petty cash is used for minor authorised payments and all receipts are retained in the general office. A petty cash book is completed and this shows the current balance of the school's petty cash account.
- Current Account statements are cross-checked jointly by the school secretary and the Principal every month. All cheques are cross referenced with cheque stubs and the lodgements are cross referenced with the general office's lodgement book.
- Mr Michael Keenan, who was appointed as the Designated Governor for School Accounts in April 2009, checks the school's accounts each year and this is minuted in the Board of Governors' meeting which follow the accounts check.

Signed: Mrs Anne Cassidy (Principal)

Signed: Mr Michael Keenan (Designated Governor for School Accounts
Chairperson of Board of Governors)

Date: 7th March 2016