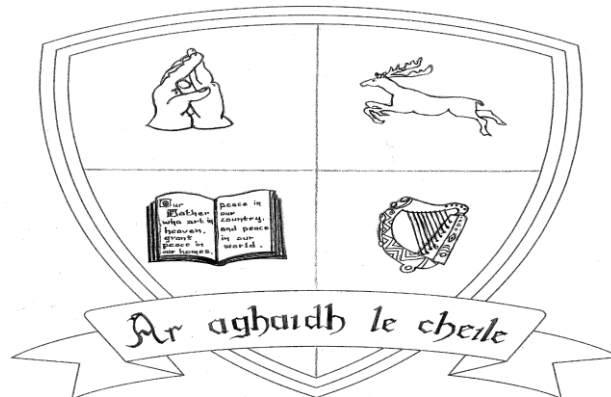


# Carrick Primary School



## Cash & Cheque Handling Policy

February 2024

## **Vision Statement**

### **Vision Statement**

Forward Together: “Ar aghaidh le chéile”

### **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 encourage parents to assist us in laying the important foundations for future learning.

### **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;
- 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

- When teachers receive money and/or cheques from pupils, they will record money/cheques received and send it to the general office, in separate labelled containers/ envelopes.
- When the school secretaries receive money they will calculate the change, if required and send the change to the class teachers for distribution.
- The school secretaries or delegated persons receive will record the nature of all other payments 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 term. All cheques are cross referenced with cheque stubs and the lodgements are cross referenced with the general office's lodgement book.
- Mr Michael Keenan, audits the school accounts each year and this is minuted in the Board of Governors' meeting which follows the audit.

### **Conclusion**

This policy has been drawn up in consultation with staff, parents, pupils and Governors. It will be reviewed every three years, or sooner if required, in consultation with staff, parents, pupils and Governors.

Signed: Dr A Cassidy (Principal)

Signed: Mr G Murdock (Chairperson of Board of Governors)

Date: February 2024

Review Date: February 2027