



# Gifts to Pupils Procedures



6/10/2016

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## 1. Introduction

Safeguarding of employees and pupils is of prime importance to CUL Academy Trust. It is essential that all staff adhere to the Gifts to pupils' procedures in place to reduce the risk of misappropriation of funds to the Academy and protect all staff dealing with cash or cash equivalents as part of their duties.

Failure to adhere to the procedures is a serious matter and will be dealt with in line with the Academy's Disciplinary Policy.

## 2. Accountability

It is the responsibility of all staff handling cash or cash equivalents or coming into contact with cash or cash equivalents as part of their duties to understand and adhere to the in place. Failure to do so will result in appropriate disciplinary action being taken.

## 3. Issuing Cash Vouchers

All cash vouchers received by pupils must be recorded in the voucher receipts book. The following details must be included on the receipt –

- the pupil who has received the voucher
- why the voucher has been issued
- monetary amount
- date
- signature of the recipient

The book must be made available at the end of each month to the Finance Manager for reconciliation. The Finance Manager will reconcile the transactions against the Sage expenditure and physical cards remaining. The reconciliation will be authorised by The Principal.

## 4. Vouchers Security

The vouchers must be kept securely locked away in a safe place at all times when not in use and overnight. The key must be securely stored by the Senior Leader - Mentoring. An up-to-date voucher transaction summary should also be retained with the vouchers.

## 5. Spot Checks

Spot checks of the voucher box will be carried out by the Finance Manager. A record will be retained of these spot checks to be reviewed, signed and dated by the Principal.

## 6. Planned Leave Arrangements

At times when the Senior Leader - Mentoring is on planned leave, another named staff member will take over the responsibilities.

Before the Senior Leader - Mentoring goes on leave, they must perform a handover which involves recording the total of the vouchers in the box and reconciling them to the cash records.

Both persons must sign this record as evidence of the handover being carried out and their agreement to the contents of the voucher box. This should be done both at the start and finish of the leave cover period.

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Wayne Henry  
The Principal

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Date

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Desmond Jadoo  
Chair of Governors

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Date

Next review date: September 2017