

## **082 School Money Collection (ISBN & School Fund)**

**Responsibility: MG**

**Date: November 2017**

**Next Review: November 2019**

- 1.** Organisers of trips must first complete a "Trip Proposal Form" and a "Costing Sheet" – once the trip has been approved the Finance Officer will ensure that an appropriate service is set up on ParentPay for the collection of monies. The organiser must provide an electronic copy of the letter they propose to send to parents / carers (this must be processed by the organiser's dedicated admin secretary) – the letter must not be sent until approved by the Finance Officer.
- 2.** Event organisers must contact the Finance Officer and provide an electronic copy of the letter they propose to send to parents / carers (this must be processed by the organiser's dedicated admin secretary) – the letter must not be sent until approved by the Finance Officer. The Finance Officer will ensure that an appropriate service is set up on ParentPay for the collection of monies.
- 3.** Staff wishing to sell learning equipment or collect contributions for curriculum products (eg art packs, text books, DT work) must contact the Finance Officer and provide an electronic copy of the letter they propose to send to parents / carers (this must be processed by the organiser's dedicated admin secretary) – the letter must not be sent until approved by the Finance Officer. The Finance Officer will ensure that an appropriate service is set up on ParentPay for the collection of monies.
- 4.** The Finance Officer will give a copy of any start-up letters to the General Technician at the Crossroads Office.
- 5.** Only the General Technician can collect monies from pupils – no other staff are to accept monies from pupils for any trip / event / equipment.
- 6.** The Crossroads Office will be open for money collection at the following times:-

Monday	)	
Wednesday	)	8.30 to 9.10am
Friday	)	
- 7.** The General Technician will ensure that the pupil's name, tutor group and name of the trip / event are written on the back of any cheques received.
- 8.** The General Technician will record all monies received on the pupil's record on ParentPay under the appropriate service.
- 9.** If payments for a trip are only made by cash / cheque the pupil will receive a payment card – pupils must hand this in with each payment so that the General Technician can update and return it. Where payments are made direct onto ParentPay by parents / carers it is assumed that they will check their payment records online so no payment card will be issued.

- 10.** It is the responsibility of the account holder to follow-up pupils who have fallen behind with payments. Therefore account holders must regularly e-mail the Finance Officer for an up to date record of their account – the Finance Officer will e-mail this information to them.
- 11.** After each collection session the General Technician will reconcile all cash and cheques collected to the ParentPay records and then return all monies to the Finance Office for banking.
- 12.** The Finance Officer will advise account holders of any 'unpaid' cheques that have been returned by the bank and will debit the relevant pupil's record on ParentPay. The Finance Officer will send a letter to the parents requesting that a re-payment be made directly to the Finance Office.