

School Generated Income Procedures and Controls

Templates Mentioned

- **Daily Cash Sheet**
- **Cash Receipts Book**

Overview

Managing cash income in a school setting requires clear processes to ensure accuracy, accountability, and security. The procedures outlined below help school personnel, including teachers and administrative staff, follow best practices for handling, recording, and safeguarding cash income. The goal is to ensure proper documentation, reduce risks, and maintain financial integrity. [Click here to see an illustration of the cash receipt cycle.](#)

Controls

1. Pre-Numbered Receipt Books

- The school must use pre-numbered receipt books printed in duplicate to track all cash transactions accurately.
- These receipt books should be used in numeric order to avoid gaps or missing records.

2. Dual Accountability

- At least two people must be involved in collecting and accounting for cash income.
- This minimises errors, prevents mismanagement, and ensures accountability.

3. Daily Documentation and Reconciliation

- Any money received in excess of €10 must be recorded and acknowledged with a signed receipt from the receipt book.

- Details must be entered into the **Daily Cash Sheet** and later reconciled with the Cash Receipts Book.

4. Security Measures

- All collected cash and cheques must be locked in the school safe.
- Lodgements must be completed promptly using an authorised Bank Lodgement Book, ensuring that all money is deposited in full and not used for other purposes.
- The Lodgement Books should be used in sequence, and the reference number should be recorded in the Cash Book.

Procedures

1. Collection of Money

- Teachers or school personnel collecting money (e.g., for trips or activities) must issue a receipt for amounts exceeding €10.
- All money received should be recorded on the Daily Cash Sheet (See Appendix C & D).

2. Handover and Counting of Cash

- The person collecting the money should hand it over daily to the account's person, along with supporting documentation.
- Before handing over, the money should be fully counted, coin bagged and prepared for lodging.
- The teacher and accounts person must count the cash together and issue a pre-numbered receipt as confirmation.

3. Recording and Safe Storage

- Money received must be recorded immediately in the Cash Receipts Book and reconciled with the daily cash.
- All cash and cheques must be stored securely in the school safe until lodged.

4. Lodgement and Reconciliation

- All income should be lodged in full using the Bank Lodgement Book, ensuring that no cash is retained for other purposes.
- Lodgements should be referenced in the Cash Book, and income should be categorised under appropriate income heading.
- A final reconciliation should be performed to ensure recorded income matches bank deposits in the accounts package.