



# Income Policy Reviewed September 2016

*All policies at GSSC are written to reflect Statutory Requirements or National Guidance and updated in accordance with this. There are times when the Government or Local Authority provide updates to policies that are outside of the policy review schedules. In such instances, an appendix will be added to policies to reflect these updates until the Governing Board can ratify these amended policies. These appendices will supersede previously issued Statutory Requirements or National Guidance.*



Policy Written by/date:	Signed/Date: Chair or Vice Chair	Policy due for review:
Terry Hollowell September 2016	Jane Brand 26/9/16	September 2017

This Policy is linked to the following School Policies and/or Procedures

Curriculum Policies	School Policies	School Business/Finance Policies
<ul style="list-style-type: none"> <li>• Curriculum</li> <li>• SEN</li> <li>• English (incl Library)</li> <li>• Art</li> <li>• DT</li> <li>• Forest Schools</li> <li>• Humanities</li> <li>• Maths</li> <li>• P.E</li> <li>• PSHE</li> <li>• ICT/Computing</li> <li>• R.E</li> <li>• Collective Worship</li> <li>• Science</li> <li>• Sex and Relationship Education (SRE)</li> <li>• Careers</li> <li>• Post 16 (inc Consortium)</li> <li>• Communication</li> <li>• ASD</li> <li>• Music</li> <li>• School Council</li> <li>• Spiritual, Moral, Social and Cultural/British Values</li> <li>• Teaching and Learning</li> <li>• Conductive Education</li> </ul>	<ul style="list-style-type: none"> <li>• Child Protection and Safeguarding</li> <li>• Inclusion</li> <li>• SEN Report</li> <li>• Appraisal</li> <li>• Positive Intervention</li> <li>• Prospectus</li> <li>• Pupil Attendance</li> <li>• Anti—Bullying</li> <li>• Designated Teacher (LAC)</li> <li>• Exclusions Policy</li> <li>• Volunteers</li> <li>• Animal Visits</li> <li>• Educational Visits</li> <li>• Exams/Accreditation</li> <li>• Staff Dress Code</li> <li>• First Aid Health and Medications</li> <li>• Intimate Care</li> <li>• Manual Handling/Mobility</li> <li>• Initial Teacher Training</li> <li>• Planning, Preparation and Assessment</li> <li>• Continuing Professional Development</li> <li>• Teaching Assistants</li> <li>• Well-Being of Staff and Student</li> <li>• SEF</li> <li>• SDP</li> <li>• Bereavement</li> <li>• Management of Incident Involving Drugs</li> <li>• Use of Video and Photography</li> <li>• Acceptable Use</li> <li>• E-Safety</li> <li>• Non-Smoking Policy</li> <li>• Complaints</li> <li>• Assessment, Recording and Reporting</li> <li>• Parental Involvement</li> <li>• Student Participation</li> <li>• Home School Agreement</li> <li>• Healthy Eating</li> <li>• Transition</li> <li>• Pupil Premium</li> </ul>	<ul style="list-style-type: none"> <li>• Data Protection</li> <li>• Confidentiality</li> <li>• Pay Policy</li> <li>• Register of Business interests of HT and Governors</li> <li>• Accessibility Plan</li> <li>• Charging</li> <li>• Freedom of Information</li> <li>• Publication Scheme</li> <li>• Staff Grievance</li> <li>• School Companies</li> <li>• School Income</li> <li>• Lettings</li> <li>• Code of Conduct</li> <li>• Governor Allowances</li> <li>• Allegations of abuse against staff</li> <li>• Health and Safety</li> <li>• Retention of data</li> <li>• Recruitment and Selection Policy (Safer Recruitment)</li> <li>• Governing Board Succession Planning</li> <li>• Whistleblowers</li> <li>• Instrument of Government</li> <li>• Staff Discipline, Conduct and Grievance procedures</li> <li>• Equal Opportunity Policy</li> <li>• Equality Duty</li> <li>• Staffing Structure</li> <li>• Staff Attendance Planned</li> <li>• Staff Attendance Unplanned</li> <li>• Anti-Harassment</li> <li>• School Emergency Plan</li> <li>• Critical Incidents</li> <li>• Transport</li> <li>• Pool Safety and Procedures</li> </ul>

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## PROCEDURES FOR HANDLING MONEY COMING INTO SCHOOL

All monies are requested to be handed into the school Assistant Bursar. Any money/cheques brought into the classroom should be recorded with date and amount onto class list for this purpose and sent to the office by 9.15am every morning and by 1.30pm in the afternoon. Money/cheques handed in after school should be recorded by issuing a receipt and given to a member of the office staff for safe keeping in the safe. Change will be returned to the class teacher to put in reading bags and parents informed.

## EXCEPTIONS

Envelopes collected for photographs are dealt with by the respective agencies. In these cases record only the data and that the child has returned the envelope. Send these to the office as above.

## PETTY CASH

We prefer not to hold petty cash in school. Any items purchased by a member of staff for school use should be accompanied by a receipt. On production of a receipt a reimbursement will be made by cheque as soon as possible.

## OFFICE

Money for school trips is entered into school trips file on a daily basis. Cheques / cash collected to pay for music tuition is recorded on the FMS and receipts are issued.

## FUNDRAISING

1. Sponsored Events money is collected and entered in School Trips file under class name on a daily basis.
2. Fete Days etc. School provides floats for those events and collects money at the end of the event, which is then banked as soon as possible under school fund.
3. Charity Events – money is sent to the office and banked with the appropriate building society/bank/post office.

## SCHOOL UNIFORM

School uniform is ordered as required. Parents complete an order form and hand in to the school office with the relevant monies. Receipts are issued and monies paid into school fund account.

## BANKING

All income and expenditure for School Special Account is recorded on an excel spreadsheet printed and banked either weekly or fortnightly depending on amount of cash received. All monies are held in the safe until banking.

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The bank statement is received from the bank and reconciled monthly.

### SCHOOL SAFE

The school safe is located in the School Admin Office and can only be accessed by either the School office staff or School Business Manager. Combination lock the code being known by the office staff.

### AUDITING

School Accounts is audited annually and presented to the Governing Body.

### ANNUAL REVIEW OF CHARGES

All charges levied, in accordance with the charging policy, including deposits, will be subject to annual review by the Governing Body.

### ADMINISTRATION OF INCOME

#### **Invoicing Procedures**

Invoices will be administered in accordance with the Financial Regulations relating Accounts Receivable.

Invoices will be prepared by the Assistant Bursar

Invoices will be raised on a weekly or monthly basis.

#### **Block Bookings**

Invoices will be raised in full for a minimum of 10 sessions.

Payment will be required in full at the commencement of the block booking.

#### **Income Processing procedures**

All income received will be passed to the Assistant Bursar who will keep a record of income received.

The receipt of income in respect of debtors invoices and non-invoice income will be recorded promptly on the school's local accounting system.

School is not VAT Registered and cannot charge VAT on the school invoices. VAT will be accounted for in accordance with the guidance given in the VAT section of the Academy Financial Regulations Policy.

Income will be banked promptly and intact.

A monthly reconciliation will be performed by the Assistant Bursar to ensure that all income banked appears on the bank statement.

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## CREDIT CONTROL

The credit terms for debtor's invoices are 30 days.

A reminder letter will be sent to debtors who have not paid their invoices on the due date by the Assistant Bursar.

If the debt remains unpaid a further reminder letter will be sent 7 days from the date of the first reminder letter by the Headteacher. In addition where possible, the debtor will be contacted by telephone.

At this stage the School Business Manager/Headteacher will refuse the debtor any further access to the school facilities until the debt is paid. At the point at which a long standing debt is paid the School Business Manager/Headteacher will decide if the debtor is to be permitted to make further use of the school facilities.

If the debt remains unpaid for a further 7 days a third letter will be sent informing the debtor that the debt will be referred to the school's legal representative.

If the debt remains unpaid and is for an amount greater than **£50** it will be referred to the school's legal representatives.

If the debt remains unpaid and is for less than above, it will be referred to The Governors Business Committee by the Headteacher.

On a monthly basis a report will be presented to the Headteacher detailing outstanding debts by age and value.

## WRITE OFF OF DEBT

Write off of debt will only be considered when the credit control procedures have been exhausted.

Before closure of the financial year a list of debts proposed for write off will be prepared by the Assistant Bursar and will be submitted to the Governing Body for consideration. The submitted list will be supported by details of the debt.

The decision of the Governing Body will be clearly documented in the minutes of the relevant meeting.

After the Governing Body has approved a debt write off, this will be recorded on the school's accounting system by the Assistant Bursar. Such write-offs will be cross referenced to the relevant Governing Body minutes.

## CANCELLATION OF DEBT

In instances where invoices have been incorrectly raised, the invoices will be presented to the School Business Manager with an explanation of why the invoice is required to be cancelled. The responsible member of staff will mark "cancelled" across the invoice, and sign the invoice and all supporting documents which will be retained for audit purposes.

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