



## INCOME AND CASH HANDLING

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## Income and Cash Handling

1. Purpose
2. Income Cash and Cheque
3. Procedure for the Receipt and Management of Income
  - . Banking of Income
4. School Income Portal
  - . Help and Support with the School Income Portal

**1. Purpose**

The purpose of this guidance note is to advise schools on the requirement

handed to a class teacher, either directly by a parent or handed over in an envelope by a pupil, the cash and/or envelope should be immediately taken to the nominated member of staff responsible for the receipt of income. On the case of envelope that contain cash, the envelope should be signed by the class

#### 4. Banking of Income

- .1 Of income received by school should be banked promptly and at least on a weekly basis. The amount of income banked should match the amount of income received and the amount of income held in the safe.
- .2 All income that is being paid into Birmingham City Council has to be coded appropriately and in particular the school own REAXXX code must be used.
- .3 Bank Paying in slip must be used for all income that is being banked and the paying in slip must show the appropriate code that the income will be posted to within the school' budget. **(See point 5 – Schools Income Portal)**
- .1 The Local Authority has a contract with a security company (currently G) and school that are part of the contract will have their income collected by the company on a weekly basis. School that are not part of the contract can bank their income at their nominated branch of Barclay Bank. School

## 5. Schools Income Portal

1.1 The School Income Portal is an electronic system which non cheque book

## 6.0 Help & Support

The Help & Support page within the School Income Portal provide the following guidance to school

A general guide to Banking Income in school -.

[School Income Banking Introduction and Guide \(open in a new window\)](#)

A guide on how to set up a Personal Value list -.

[How to set up a personal value list for school \(open in a new window\)](#)

How to Add or Remove Code Combination from the Personal Value List -.

[How to Add or Remove Code Combination from your Personal Value List \(open in a new window\)](#)

A guide on how to create a Banking Income in Voyager -

[How to create a Banking Income for school \(open in a new window\)](#)

For support and information that cannot be obtained from the above guidance school should contact 0121 303 1100