

INCOME AND CASH HANDLING

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Income and Cash Handling

- 1. Purpo e
- 2. Ofncome Ca h and Cheque
- 3. Procedure for the Receipt and Management of fincome
 - . Banking offncome
- shoolOfncome Portal
- . Help and support with the schoolOfncome Portal

1. Purpose

The purpo e of thi guidance note i to advi e chool on the requirement

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handed to a cla teacher, either directly by a parent or handed over in an envelope by a pupil, the ca h and/or envelope hould be immediately taken to the nominated member of taff re pon ible for the receipt of incomeOfn the ca e of envelope that contain ca h, the e hould be igned by the cla

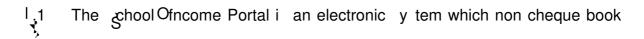
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4. Banking of Income

- .1 Ofncome received by chool hould be banked promptly and at lea t on a weekly ba i . The amount of income banked hould match the amount of income received and the amount of income held in the afe.
- .2 All income that i being paid into Birmingham City Council ha to be coded appropriately and in particular the chool own REAXXX code mu t be u ed.
- Bank Paying in dip mu t be u ed for all income that i being banked and the paying in lip mu t how the appropriate code that the income will be po ted to within the chool budget. (See point 5 Schools Income Portal)
- The Local Authority ha a contract with a ecurity company (currently G and chool that are part of the contract will have their income collected by the company on a weekly ba i school that are not part of the contract can bank their income at their nominated branch of Barclay Bank. School

bank their income at their horimated branch of Barciay Bank. School - 3.33 finit (a)- 3.31 Wi2 Payig 1 to | ba(ii) to ar(ca) κ.0. επί | Aut(u)- r-2 2 .1 | [(a)- 3.31 (r)2- 3.311-2 2 .12.3 ()

5. Schools Income Portal



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6.0 Help & Support

The Help & support page within the school Ofncome Portal provide the following guidance to chool

A general guide to Bankin@fncome in chool -.

<u>chool Ofncome Bankin Ofntroduction and Guide (open in a new window)</u>

A guide on how to et up a Per onal Value li t -.

How to get up a per onal value li t for ghool (open in a new window)

How to Add or Remove Code Combination from the Per onal Value Li t -.

How to Add or Remove Code Combination from your Per onal Value Li t (open in a new window)

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

How to create a Pfncome Banking for chool (open in a new window

Or upport and information that cannot be obtained from the above guidance chool hould contact 0121 \$ 0 1,100