



SAFE KEEPING MONEY POLICY

The Board of Management of St. David's National School has put in place the following policy on protecting staff and money while on the school premises and in transit to the bank.

During the school academic year the school will hold on site money raised from fund raising activities and money received for payment of annual bills.

St. David's National School has in place under the Ecclesiastical contents policy insurance for the following:-

MONEY ON PREMISES AND / OR IN TRANSIT

- fund raising events and collection of fees up to a limit of €4,000;
- whilst money is in the course of transit or in a bank night safe;
- whilst being counted or in the home of any employee;
- whilst money is in a locked petty cash box in a locked filing cabinet on the premises;
- when cash is in transit no more than €4,000 is carried by any one responsible adult;
- if in excess of €15,000 a professional security firm is to be used until deposited in a secure area of the school's premises or at the bank.

LOSS OF MONEY ON PREMISES

The policy has a limit of €1,000 for any one occurrence for loss of money:-

- in private dwelling houses
- in locked safe
- in any other circumstances

TRACEABILITY OF MONEY

A record is kept of the totals of money on the school's premises. This record is signed and counter signed by principal and one other responsible adult. For security, the money is locked in the school office until the next available time to bank the money.


REVIEW


This policy will be reviewed as and when is required.

RATIFICATION

This policy was ratified by the Board of Management on date shown below.

The policy will be published on the school website.

Signed:  Date: 26/6/23
(Chairperson)

Signed:  Date: 26/6/23
(Principal)

