

Cathedral Primary School

CHARGING AND REMISSIONS POLICY 2018

Taken from CST Finance Manual	
Date approved by Trustees	Dec 2017
Date to be reviewed	Annually – Dec 2018

Non-curriculum Trips

A lead member of staff must be appointed for each such trip to take responsibility for the collection of sums due.

The lead teacher must prepare a record for each student intending to go on the trip showing the amount due. A copy of the record must be given to the Finance Department.

Parents should make payments to the Finance Department, using the online payments systems in place at each school. If a cash payment is made a receipt must be issued and the value of the receipt and the number of the receipt recorded against the student making the payment.

The Finance Department should maintain an up to date record for each student showing the amount paid and the amount outstanding. This record should be sent to the lead teacher on a fortnightly basis and the lead teacher is responsible for chasing the outstanding amounts.

Trips should be run at cost price, although allowance can be made for administrative fees and additional staff cover. Any surplus greater than £10 per pupil is redistributed to parents.

Curriculum Trips

A lead member of staff must be appointed for each such trip to take responsibility for the collection of sums due. The lead teacher must prepare a record for each student intending to go on the trip showing the amount due. A copy of the record must be given to the Finance Department.

Parents should make payments to the Finance Department, using the online payments systems in place at each school.

The Finance Department should record the income on the finance system as departmental income. The lead teacher has access to these records and should monitor and chase the outstanding amounts.

Trips should be run at cost price, although allowance can be made for administrative fees and additional staff cover. Any surplus greater than £10 per pupil is redistributed to parents.

If the school decides to subsidise the school trip the amount of subsidy must be approved by the Headteacher in advance of the booking being made.

Lettings

The Estates Manager, Finance Officers or school Business Managers are responsible for maintaining records of bookings of sports facilities including the Letting Agreements and for identifying the sums due from each organisation. Payments must be made in advance for the use of facilities, or invoiced promptly.

Details of organisations using the sports facilities will be held by the Finance Department who will establish a sales ledger account and produce a sales invoice from the accounting system.

Copies of the organisations up to date relevant Public Liability, indemnity, insurance and qualifications (where relevant e.g. H&S, First Aid, Instructor etc.) are kept with the Letting Agreements and are reviewed at least annually.