



# Sandbach High School & Sixth Form College

## Accounting for Foreign Holidays/School Trips/ Extra-Curricular Activities

In order to protect teachers and the school, and to ensure compliance with audit requirements the Governors have decided that all monies collected from students **MUST** be banked with the School Fund.

Separate bank accounts in the name of the school, or in joint names with an external agency, **MUST NOT** be used.

All collections and disbursements are made through the School Fund. The Finance Assistant, being responsible for the operation of the School Fund, will act as "banker" for those concerned with running the holiday or activity. **Two days notice should be given for withdrawals.** All monies must be paid into School Fund in full i.e. if money is spent for a particular activity it cannot be taken from any proceeds paid in - it must be reclaimed afterwards.

#### **For whole school/whole form events (e.g. non-uniform days and activity trips)**

- Inform the Finance Assistant of details of the event so that an account can be set up
- Tick off names of girls paying on a form list
- Put all monies collected in one envelope to be taken by the form rep to the Finance Assistant to be receipted.

#### **For school trips**

- Follow the guidance relating to the completion of forms for approval, risk assessments etc. [See also Educational Visits Policy and Procedures Policy].
- Complete the educational visits form PRIOR to confirming any trip/activity (obtained from main reception). Pass the completed form to the Headteacher for approval and then onto the Educational Visits Co-ordinator to check the costings & issue a copy to the Finance Assistant. Once approval is granted see Main Receptionist who will produce letters for parents and book coaches as required. All trip letters must be completed by main reception to ensure consistency of style and content.
- Main reception will pass a copy of the educational visit letter to the Finance Assistant who will then open up an account for the trip.
- Students taking part on the trip/activity should pay money directly to the Finance Assistant either at morning registration, break or lunchtime only or via Parentpay (online payment system)..

Reports are available from the Finance Assistant, giving payment details etc if required.

#### **To comply with VAT regulations, educational visits must meet the following requirements:**

- Pre-planned cost v income analysis must be given to the Educational Visits Co-ordinator.
- Preparatory work must be undertaken prior to the visit, and there must be follow-up work.
- Any School Fund subsidy must be formally recorded and alternative funding approved by the Headteacher.

#### **The following documents must be retained until after audit:**

- Circular letters to parents giving details of the holiday/activity including the cost.
- Correspondence with external agencies such as travel agents.
- Receipts for deposits.
- Final detailed account from the external agency.
- Record of receipts and banking's as described in paragraph 4.
- All other receipts, vouchers etc., relating to the holiday/activity.
- In the case of foreign holidays a record of pocket money disbursements, i.e. where staff are responsible for holding money and paying it to the students at intervals during the holiday. (The most common method is a pocket book with a page for each child showing amount contributed and the repayment with a reducing balance - in foreign currency).
- A record of petty cash disbursements: e.g. bus fares, ski lifts, meals en route, tips and gratuities.

If, after the holiday/activity, there is a balance to be distributed to the participants, arrangements will be made by the trip organizer in consultation with the Finance Assistant.

The records relating to individual holidays/trips/activities form part of the annual audit of the School Fund.