Cash and Money Handling

PACE is reducing its reliance on cash for transactions in our centres. However, if online payment is not possible, please follow this policy.

- Receipts must always be given/requested for all cash transactions.
- Cash must be stored securely in a safe.
- Keys for the safe should only be given to authorised members of staff.
- Cash collected for trips must be taken to the office and a receipt given to the parent. The cash must only be used for that purpose.
- At the end of each day/week the petty cash balance should be reconciled with the financial reporting systems.