

## Policy on Collection & Storage of Money Collected from Students



### **Ethos Statement**

Mayo Sligo and Leitrim Education and training board (MSLETB) is a community of learners with an historic and unique tradition as a provider of education and training. In responding to the needs of the community it delivers the highest standards of teaching and learning.

MSLETB Schools and Centres of Education are democratic, co-educational and multi-denominational in character where policies, practices and attitudes are underpinned by the core values of Respect, Equity and Fairness.

The Board of Management of Colaiste Iascaigh is publishing this document as the Policy on Collection & Storage of Money Collected from Students. MSLETB as patron of the school has approved this publication. Copies of the policy are available at the school and are furnished to each person who applies to be admitted to the school.

### **Rationale**

At various times throughout the academic year monies may be collected from students. These generally take two different forms.

- (a) School Related or School Activity Collections e.g. Book Scheme, Administration Costs, Mock Exams, Trips away, Workbooks, Art Supplies, Woodwork & DCG materials, Rugby, Journals, Locker Padlock, Replacement Key etc.
- (b) Charity Related Collections e.g. Down Syndrome Ireland, Goal Jersey Day, St. Patricks Mental Health Foundation, Hospice, No Uniform days, Green Schools etc.

**All monies collected from students for (a) School Related or School Activity Collections must be accounted for and receipts issued.**

Receipt books are available on request from the school administration office. Official MSLETB receipt books must be used for any monies to be lodged into the MSLETB account.

Completed form (Appendix 1) and also available in the office, must be used for the recording of all monies collected. Teachers are asked to keep completed copy of this form for their own records and also enclose a completed copy in the envelope which will be lodged into the school safe.

Monies requiring storage in the safe, must be brought to the school administration office, placed in an envelope and labelled clearly with the following information:

Amount

Its purpose

Teacher's Name & Signature

Date submitted

A record of this will be kept on file.

**Monies collected for (b) Charity Related Collections**

As these are voluntary contributions it is not possible to issue individual receipts for these monies. These monies are collected during tutor group meetings. Monies are placed in an envelope and marked as follows:

Purpose

Tutor Group

Teacher Name

Date

The envelopes must then be passed to the teacher organising the charity collection and it is their responsibility to mark the amount on the envelopes and organise the storage of monies in the school safe (as above).

When these monies are requested from the safe for forwarding to the charity group, the date and teachers signature will be required.

