

# Build-a-Future

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## Handling Learner Money Policy



Education is the Foundation to Build-a-Future

Company Reg N°: 4521396



### Introduction

Build-a-Future staff may at times handle money on behalf of learners. All financial transactions completed by staff using student funds need to be properly recorded and accounted for. To safeguard both staff and learners, procedures must be followed in handling and accounting for this money.

### Mandatory Procedures

1. Any money belonging to a learner must be kept separately from a member of staff's personal money. It should be kept securely in an appropriate container preferably the safe but if not (e.g. wallet, purse etc.) It must not be loose in a pocket.
2. If possible a receipt should be given and signed by staff and learners who agree with the amount.
3. If this is not possible another member of staff should act as a witness to the amount.

Any concerns about the handing of money that are raised by either staff or learners must be dealt with by an appropriate member of the senior leadership team.

Date: April 2017

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