

The Facility Management System

Collection of Money in Schools

**(Voluntary Contribution / Registration Fee/ School charges/ school tours/
and all forms money/ cash collection in schools)**

Schools are finding it cumbersome to record and issue receipts when collecting money from the students. The Facility Management System is operating in most of our schools and this can be used to assist schools in many ways. It is possible to create a report from the Facility Management System which lists all the students by name and class and export this report to a Microsoft Excel spreadsheet.

1. The spreadsheet is a master document of all of the students in the school and this can form the basis for creating cash collection sheets within this spreadsheet.
2. The second sheet could be set up for recording the annual voluntary charges. It may have the following headings student name, class, receipt number, date received, amount received, cash Y/N, and analysed under the various income headings.
3. When the receipts have been entered on the spreadsheet the sheet's data can be sorted by receipt number by using the sort facility in excel
4. It is then possible to highlight this data and copy it to the next sheet which should be called 'daily cash' and total the receipts for that day.
5. This total should be agreed with the cash received and a lodgement prepared.
6. The daily cash sheet will provide a good detailed record of the money received.
7. The daily record should be printed and filed in lodgement number sequence to provide backup for the lodgement.
8. The total of the cash received together with the lodgement details should be entered in the main cash received book.
9. These procedures could be followed when collecting money for other purposes such as school tours, books, exams etc. by creating a new sheet with the relevant student names on it.