



OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

Cashless Policy



Title of policy:	Cashless Policy
Author and policy owner in the Executive Team:	Daniel Moore – Chief Operating Officer
Reviewer:	Rachel Abbott – Head of Finance Finance and Estates Committee OLoL Trust Board
Normal review frequency:	Every 2 years
Version number:	V3
Committee approval date:	12 March 2026
Trust Board approval date:	26 March 2026
Date of next review:	01 March 2028

Document review and editorial updates:

Version control	Date	Reason for Revision	Key revisions included
3.0	12/02/2026	Normal Review Cycle	Section 3 – replaced word child's with pupil's.
Choose an item.	Click or tap to enter a date.	Choose an item.	
Choose an item.	Click or tap to enter a date.	Choose an item.	
Choose an item.	Click or tap to enter a date.	Choose an item.	
Choose an item.	Click or tap to enter a date.	Choose an item.	
Choose an item.	Click or tap to enter a date.	Choose an item.	

1 Introduction

The Our Lady of Lourdes Catholic Multi-Academy Trust (the trust) is a cashless organisation.

To minimise the risks associated with collecting and handling cash, the trust will no longer accept cash payments and has adopted cashless systems to collect income across all its schools and central operations.

This policy sets out the process for collecting and recording cashless payments.

2 Payment methods

The trust's default method for payments received from parents and carers is the online cashless payment systems.

The trust's default method for receiving payments for lettings and other sales is via the BACS system or direct transfer into the trust bank account.

The trust is unable to receive credit and debit card payments directly into the trust bank account.

3 Payments received from parents and carers

Cashless systems are the default method by which payments are made to our schools. This includes payments for, but is not limited to:

- school meals
- trips and educational visits.
- School uniform
- extra-curricular lessons
- Wrap around care and clubs
- Educational equipment and books
- Charitable fundraising
- Other miscellaneous payments

All parents/ carers are issued with activation details for the school's cashless system as part of the Pupil's induction to the school.

The school offices cannot receive cash payments from parents. However, we recognise that a very small number of parents/ carers may not be able to use our cashless payment systems, for example if they do not have a bank account or credit/ debit card or cannot access to the internet. Parents/ carers in this position must contact the school office to discuss alternative payment options.

The school office is responsible for maintaining the school cashless system including setting up and publishing items ready for payment.

The school office should ensure payment is received prior to any activity taking place.

The finance team are responsible for downloading payments from the cashless system as part of the weekly schedule and ensuring all payments are accurately recorded in the accounting system.

The school office and finance team should work in partnership to ensure any outstanding payments are chased and appropriate action taken to ensure the trust is reimbursed for services provided.

Overdue payments on the cashless payment system should be managed in line with the write off and bad debt policy.

4 Payments received for lettings and other sales

Payment by BACs or direct transfer are the default payment methods for lettings and other sales.

A sales invoice will be issued in advance of services taking place.

The finance team are responsible for raising and issuing sales invoices.

The trust's standard payment terms are twenty-eight days from the date of the invoice.

The finance team are responsible for reconciling any payments into the trust bank account as part of the month-end process and ensuring all payments are accurately recorded in the accounting system.

Overdue payments are chased by the finance team and should be managed in line with the trust's write off and bad debt policy.