



ROOTED IN GOD'S LOVE, EVERYONE GROWING TOGETHER
TO BECOME THE BEST THAT WE CAN BE

REFUND OF DINNER MONEY POLICY NOVEMBER 2022

Refund of Dinner Money Policy

All income should normally be banked intact in order to achieve an effective audit trail. However, in relation to school meals income it may be necessary on occasion to make small refunds.

Refunds should only be made where it is not possible to credit these refunds against charges for future meals e.g. because the pupil has left the school or has become eligible for free school meals.

Where a refund is necessary, the refund should be processed by the same means that the payment was received (e.g. Cash payments refunded in cash).

Cash refunds

For cash refunds it may be possible to process out of cash meals income collected if sufficient funds allow or the refund may be processed via a schools imprest account. This is possible provided the following controls are in place;

- The amount of each refund is clearly shown as a deduction from income banked and the date of the refund is identified,
- The pupils in respect of which the refunds are to be made and the reasons clearly stated,
- The refunds are shown in the school meals register or other such record against the individual pupil,
- The refund is to be authorised by the head teacher. Records should be signed and dated by head teacher and person processing the transaction,
- The refund is signed for as received by the parent and record kept of this.

Electronic refunds

Schools using an electronic payments system to allow parents to pay for meals online can normally arrange refunds back directly to the cardholder through the electronic system thus adjusting the pupils account and logging the transaction also. This is possible provided the following controls are in place;

- The refunds are shown in the school meals register, electronic payment system or other such record against the individual pupil,
- The refund is to be authorised by the head teacher. Records should be signed and dated by head teacher and person processing the transaction,

For all refunds school must keep records for audit purposes as per the retention of records policy.