



Lodgement Policy

Version 1.0

Purpose:	This Lodgement Policy details the guidelines and procedures for operating the cash lodgement system in all DKIT Departments.		
Circulation:	This document is available for all staff to review and will be published on the Institute’s website.		
Policy Author:	Finance Office		
Policy Owner:	Vice President for Finance & Corporate Affairs		
Approval Date:	Executive Board:	14 May 2026	
	Finance Committee:	19 May 2026	
	Governing Body:	26 May 2026	
Review Date:	Annually or as required.		

Internal Use Only

Revision History

Version no.	Date	Classification	Policy Owner	Summary of Changes
V 1.0	May 2026	Public	VP for Finance and Corporate Affairs	Initial Draft

Approval

This document requires the following approvals:

Name	Approval Date
Executive Board	14.05.26
Finance Committee	19.05.26
Governing Body	26.05.26

Date of Next Review	May 2027
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1. Cash Handling Procedures

Departments across DkIT collect cash from many different sources and from many activities. It is critical that procedures are in place to guard against loss of Cash/Cheques and to protect all employees from inappropriate charges of mishandling of funds.

For the purposes of this procedure Cash includes, Coin, Currency, Cheques and Money Orders

All departments/units/activities in DkIT must put in place strong procedures to reflect the following:

1.1 Cash collection within departments

Departments should centralise the collection of cash, by a nominated person. The name of this nominated person should be communicated to all staff within the School/Department.

Any cash collected by members of staff should be notified to the personnel responsible for collection of cash and handed into them.

Counting of cash must be done out of sight of all public counters.

All Personnel responsible for collection of cash must issue an official receipt from a DKIT Receipt Book provided by the Finance Office. A proper description of the funds should be entered into the Receipt Book, along with the Agresso codes the money is to be credited to. The name of the person making the lodgement should also be detailed on the official receipt.

All cash should be counted on the day it is received.

All cash must be held intact and no deductions must be made.

No personal cheques should be cashed from any cash collected on behalf of the Institute.

Same Day lodgements are recommended.

1.2 Storage of Cash

All cash collected must be held securely in a safe or a locked cash box at all times.

1.3 Reconciliation within Departments

All Departments should reconcile cash received to the lodgement reconciliation template (see Appendix 1). This template must contain the relevant Agresso coding. A copy of the template will be kept by the Finance Office for 6 years, for audit purposes. Depending on the sums of cash collected, the department should prepare the cash to be lodged with the Finance Office on a daily or weekly basis.

All lodgements should be made up of the completed lodgement reconciliation template and the reconciled funds before being handed over to the Finance Office.

On receipt of the completed lodgement, the Finance Office will issue an official DKIT receipt, which will show the name and Department of the person delivering the lodgement.

1.4 Lodgements made directly to the Finance Office

The Lodgement must be written into the Lodgement Record Book in The Finance Office and the book should be signed and dated.

The person leaving the lodgement should wait to receive an official receipt from the Finance Office. Do not leave cash/cheques in the Finance Office without notifying someone within the office and receiving an official receipt. If applicable the official receipt should detail the Agresso code the funds are to be credited to and have a full description of what the funds are related to.

1.5 Lodgements by External Parties to any DkIT Bank Account

The Finance Office must be notified of any expected funds being transferred by external parties into any DkIT Bank Account. Details of relevant Agresso Coding and backup should be sent ASAP to avoid delays in uploading to relevant budgets.

Appendix 1

Dundalk Institute of Technology Lodgement Reconciliation Form						
Date:		Period:		Department:		
Receipt No	Account	Sub-account	Attribute	Description	Amount	
					Total	€ -
					Total Cheques	
					Total Cash	
					Lodgement Amount	
Prepared by:						
Name:		Signature:		Date:		
Reviewed by:						
Name:		Signature:		Date:		