



Schools Cash Office Income (Trips, Uniform, Music Lessons etc) Administration System for Schools and Academies

Making light work of a busy
events schedule



“The system is so comprehensive. Staff love the fact that we can issue them a report, instantly, with details of how much money has been collected for each trip and who has paid for what.”

**Secondary School,
Hampshire**



Trips and Events

School Payments made easy

Tucasi creates software systems that help schools manage income more effectively. We cover the whole range of non-grant income including trips, uniform, charities, revision guides, dinner money, clubs, lettings etc. Schools that are using our software say that it helps them reduce workload; create more payment options for parents; get better control over non-grant income; and improve the audit trail.

- Reduce workload in school
- Create payment options for parents
- Improve auditability

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The income module helps schools manage income from trips, uniform, charity collections, revision guides, etc. far more effectively and has near universal applicability. It will help your admin team keep track of every payment as it comes in, giving you a superb audit trail (it also works brilliantly for music lessons). Every payment is posted against a pupil and against a trip or event – but the system is fully integrated so you only need to enter the data once. Powerful reporting tools mean that you can instantly answer any question that comes to you – whether it's from a parent, a trip organiser, a pupil or an auditor.

Features

- Instant status on who has paid what for any trip and who still owes money.
- Allows set up of payment schedules for high value trips.
- Reporting against payment schedules as well as total trip value.
- Automatic generation of student payment cards.
- Pre-formatted reminder letters that can be run-off and sent in seconds.
- Option to record permission slips, E111, passports etc.
- Import of key medical information from pupil database.
- Instant reconciliation of income and expenditure for any trip.

Advantages

- Time saving from automated procedures (e.g reminder letters)
- Better accuracy as data is only recorded once and never needs to be transcribed
- Better control since you have instant access to all relevant data
- Improved audit trail; everything is recorded

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