



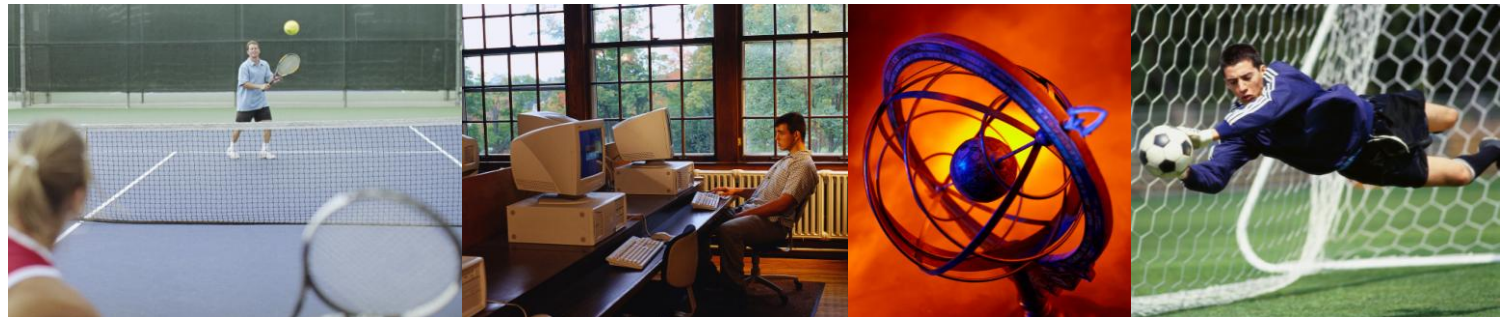
Schools Cash Office

Lettings Administration System for Schools and Colleges

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About Schools Cash Office

About Schools Cash Office system

Tucasi Schools Cash Office is a portfolio of software systems that help streamline one of the key time-grabbers in schools: the collecting, administration and banking of non-grant income. This includes money received for school lunches, extra-curricular activities, trips, music lessons, theatrical productions, art materials, etc.

The systems are quick and easy to use and very robust. They are divided into different components that allow you to install only those that are relevant to you. Schools that have installed Schools Cash Office have started to **see a reduction in administrative workload within weeks of installation.**

Lettings administration

Tucasi has teamed up with our partner **BPR Solutions** to offer schools a Lettings Administration System – a software package that is designed specifically to help schools manage the job of letting out their facilities. The system's comprehensive features are easy to use and will reduce the workload associated with managing the school lettings. It is suitable for any type of facility or resource including sports pitches, gyms, classrooms, studios, vehicles, projectors and IT equipment.



Facilities

- Maintain details of the facilities you have for hire
- Create logical groupings of facilities to make the easier for you to manage
- Enter and maintain a price list with flexibility to set multiple price bands for each facility



Hirers

- Maintain details of hirers
- Set appropriate discount levels for each hirer
- Manage insurance requirements, including automatic reminders to hirers to renew insurance details



Calendar

- Record and maintain bookings
- Easily manage repeat bookings
- Auto-allocate bookings from groups of facilities
- Confirm and cancel bookings
- View bookings by date or date range
- Print booking confirmations



Accounts

- Automatically generate invoices from bookings
- Print invoices and credit notes
- Produce reminders and statements
- Record payments and refunds
- Design your own stationery layouts



General

- View and print reports
- Export data to spreadsheets
- Download and install updates over the internet