



Schools Cash Office

Trips and Events Administration System for Schools and Colleges

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“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**

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Trips and Events Administration

Manage school income more effectively









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





Making light work of a busy events schedule

The trips and events module has universal applicability. It'll help your admin team keep track of every trip 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