



CASH RECEIPTS POLICY

1 Purpose of the Policy

- 1.1 To ensure the control and safeguarding of cash transactions at the Council
- 1.2 To minimise the risk of loss through fraud, misappropriation or mistake.
- 1.3 The policy applies to Council staff, Councillors and any volunteer or helper collecting money on behalf of the Council.

2 Cash Storage & Banking

- 2.1 All cash must be stored within a locked container. No cash float or Petty Cash is held by the Council.
- 2.2 Cash will only be held where monies have been collected by or donated to the council and must be deposited in the Council's bank account as soon as practically possible after it has been collected regardless of quantity.
- 2.3 When cash is counted on behalf of the parish council, it shall be in a secure location, no cash should be left out unattended or on desks.
- 2.4 There must be segregation of duties where possible. A Councillor or member of staff, not the RFO should receive and count cash receipts, and where possible be present when the RFO records cash payments in the accounting software. Where this is not possible, the person who counted the receipt will keep a personal record, signed by both the member of staff or councillor and RFO of the amount received. This record will be verified against the Bank Reconciliation at the next available opportunity.
- 2.5 To ensure the safety of staff when banking or collecting cash, deposits and withdrawal amounts should be kept to a minimum. If significant cash deposits are to be made, a councillor or other member of staff shall accompany the RFO when the deposit is made. Staff, councillors and volunteers must on no account put themselves into situations of danger and should give up/not seek to recover cash if they are in physical danger.

3 Review of the Policy

- 3.1 This policy was adopted by the Parish Council at its meeting on 04th May 2021 and will be reviewed periodically, but not less than once per council term (nominally 4 years).

Signed:

K Bulmer
Chairman



GORING-ON-THAMES PARISH COUNCIL

Finance Committee TERMS OF REFERENCE

1. Remit

To work with the Responsible Financial Officer in the management of the Council's financial resources and to consider and recommend strategy and action on policy and operational matters concerned with Council's finances and property.

2. Meetings

Meetings will be held monthly for the purpose of approving payments and noting receipts for each month. Meetings shall be held on the fourth Tuesday of the month at 06:00pm.

The RFO shall attend and minute all meetings of the Finance Committee.

3. Appointment of members

The Committee will be comprised 4 core members with a quorum of three. Members will be appointed at the Annual Council meeting. The Chairman will be elected by the Finance Committee at its first meeting after the Annual Council meeting, the Committee may also appoint a Vice-Chairman. Committee membership substitutions can be made with any councillor of Goring-on-Thames Parish Council, this is to ensure where possible 4 members are present at all finance committee meetings.

4. Delegated Authority

The Committee has delegated powers to

- Approve monthly payment schedules on behalf of the Council within the scope of the budget and approved expenditure.
- To note receipts.
- To note monthly reconciled bank accounts.
- To conduct quarterly budget reviews, make adjustments to the annual budget.

To note: the setting of the precept and the budget for the forthcoming year can only be approved by the Full Council. This committee will prepare a draft budget for the following year and make recommendation to the Council for approval only.

5. Scope

- a) To consider the annual and supplementary estimates of budget and make appropriate recommendations to the Council.
- b) To monitor income and expenditure within the approved budget at least quarterly to report to the council on the current position as compared with expectations



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when the budget was set.

- c) To ensure adequate financial controls are in place, and operated, to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of appropriate valuations in the asset register.
- d) To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- e) To examine annually the current financial policies and procedures, identify opportunities for improvement and make proposals to the council for changes where appropriate.
- f) To monitor the Council's financial risk assessments and recommend changes where necessary.
- g) To recommend the annual accounts to the Council.
- h) To recommend the precept requirement to Council.
- i) To make recommendations to the council regarding the investment of the council's funds to ensure the optimisation of financial returns.
- j) All powers shall be exercised in accordance with any Standing Orders, policy adopted or directions given by the Council.

6. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 25th July 2022, it shall be reviewed periodically, at least once per council term.

Signed:

Dated: 25 July 2022

B Urbick, Chair of the Council