



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:

B Urbick
Chairman