

Hartley Wintney Parish Council – Cash Handling Policy

1. Policy Purpose

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. Only a minimal cash float should be available for the Community Bus and this must be stored in a locked location.

2.2 The office must be secured when cash is counted on site. No cash should be left on desks unattended.

2.3 Cash must be deposited in the Council's bank account as soon as possible after more than £300 has accumulated.

2.4 There must be segregation of duties where possible. A different member of staff to the RFO should receive and record cash payments. The RFO will complete the bank reconciliation for the cash accounts and periodically spot check amounts received against the cash receipt book, Community Bus passenger numbers and the current account deposit book.

2.5 Different members of staff must deposit the money into the bank on a rotational basis. To ensure the safety of staff when banking or collecting cash, deposits and withdrawal amounts should be kept to a minimum. If deposits are to be made, two members of staff should go to the bank. Staff 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. Petty Cash Payments

3.1 All payments made from petty cash must be recorded in writing. Transaction slips should be signed by the authorising officer, the person taking the funds from the box and also the recipient of the funds. Receipts must be attached to each transaction slip. An electronic statement of all transactions will be maintained by the RFO in addition to the accounting records held in the Omega system.

3.2 Two of the Council's banking signatories must check the petty cash transaction records quarterly, to include payments made, *market money deposited any top-ups from the Council's current account.*

3.3 After each transaction, the RFO should count the money in the petty cash float as verification against the electronic statement of transactions.

4. Other Cash Transactions

4.1 Community Bus fares are now paid by contactless transaction. These transactions will be reconciled with bus bookings

4.2 Receipts will be provided for cash received for the weekly market, allotments, events, donations and other Council services. These funds must be banked in accordance with 2.3.

Additional Information

For further information, please contact the Executive Clerk or the Chairman of the Policy Committee.

Amendment Record

Version 1: Initial Issue as Interim Policy – 23rd July 2018

Version 2: Approved by Full Council – 6th August 2018
Reviewed by Finance Committee – 19th October 2020
Approved by Policy Committee – 15th July 2021
Approved by Full Council – 6th September 2021