BANK AND CASH HANDLING POLICY GP29

Document Control				
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V1	21st December 2022	452/2223	• Heads of Service changed to Town Clerk. • Document Control added.	December 2024

BANKING AND CASH HANDLING POLICIES

INTRODUCTION:

The Banking and Cash Handling Policies augment the Financial Regulations on the control of banking arrangements, income and cash floats.

Town Clerk must ensure that all staff involved in cash handling and banking are made aware of the requirements of and have access to the Policies.

The Policies represent the minimum standard that must operate throughout the Council. They are intended to offer guidance on the minimum required procedures for the collection, control and banking of Council Income. For the purpose of the Policies income includes all monies received by cash, cheque, credit and debit card and other cash held on Council premises.

Objective of the Policies - to ensure that:

- All income received and held by the Council is completely and accurately accounted for and banked promptly.
- All income is held securely.

Key Controls:

- All income due to or held by the Council is identified and charged correctly in accordance with the approved budget policy.
- All income is collected from the correct person, at the right time, using the correct procedures and the appropriate stationery.
- All income received by a staff members on behalf of the Council is paid without delay into the Councils bank account and properly recorded.
- All income kept on Council premises is held securely.

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What are the responsibilities of the Finance Officer

- To agree arrangements for the collection of all income due to the Council and to approve the procedures, systems and documentation for its collection.
- To ensure income received is paid fully and promptly into the Councils' bank account.
- To ensure details are recorded on to the paying in slip to provide an audit trail.
- To ensure that income is not used to cash personal cheques or make other payments.
- To ensure all Heads of Department have read and understood the Cash Handling Procedures and these are complied with at all times.

What are the responsibilities of the Town Clerk?

- To establish a charging policy for the supply of goods and services and to review it regularly.
- To ensure documentation for the collection of income is maintained and up to date.
- To ensure that council income records are held securely.
- To safeguard all income against loss or theft.

General Policies for Cash Handling

- Only authorised officers can handle Council Cash
- Slush funds are not allowed in any circumstances. Cash surpluses and deficits should be recorded and accounted for.
- A safe should be used to store all unbanked cash.
- Till floats should be kept at agreed levels and only changed when recommended by the RFO/Finance Committee for approval by the Policy & Resources Committee
- When cash is banked it should be fully reconciled against the relevant income records provided by the department delivering the service.

Cash Handling at Whitelands

- All members of staff taking cash from customers must log into the till with their unique code and issue a receipt for the amount taken.
- The booking must then be added to the diary.
- At the end of the day, an 'X' reading needs to be taken from the till and the amounts reconciled to the cash in the till, accounting for the £50 float, using the attached form. If no cash has been taken then the x reading should be stapled to that day's cashing up sheet with zero's in the totals.
- The excess cash must then be sealed in the banking bag together with the end of day sheet and kept in the safe. The float should be kept in a locked cash tin and put in the safe with the banking.
- The RFO will collect the takings on a random basis and reconcile to a 'Z' reading from the till.
- All staff handling cash at the Whitelands site must sign a copy of the policy once they have received the training, to confirm they have understood and agree to comply with the instructions.

STAFF INSTRUCTIONS

Cash Handling at Whitelands

- All members of staff taking cash from customers must log into the till with their unique code and issue a receipt for the amount taken.
- The booking must then be added to the diary.
- At the end of the day, an 'X' reading needs to be taken from the till and the amounts reconciled to the cash in the till, accounting for the £50 float, using the attached form. If no cash has been taken then the x reading should be stapled to that day's cashing up sheet with zero's in the totals.
- The excess cash must then be sealed in the banking bag together with the end of day sheet and kept in the safe. The float should be kept in a locked cash tin and put in the safe with the banking.
- The RFO will collect the takings on a random basis and reconcile to a 'Z' reading from the till.
- All staff handling cash at the Whitelands site must sign a copy of the policy once they have received the training, to confirm they have understood and agree to comply with the instructions.

Staff name: ____

Signature: ____

End of Day Instructions:

1. Count the money in the till draw and note on the sheet the amounts of each denomination.
2. Total the amount and note in the TOTAL box
3. Turn the key to x on the till and press enter.
4. Note the total on the x reading in the appropriate box on the form and calculate the difference.
5. If the difference is anything other than £50 (the float) a comment must be added to explain what the difference is for.
6. The date and the name of the staff member completing the form needs to be added in the relevant spaces.
7. The x reading should be stapled to the form and then the form must be sealed in the banking bag with the excess cash.

End of Day____________

1p	
2p	
5p	
10p	
20p	
50p	
£1	
£2	
£5	
£10	
£20	
TOTAL	
X Reading	
Difference	
Comments	

Staff name: ____________________________________