



AINTREE VILLAGE PARISH COUNCIL

CASH AND CHEQUE HANDLING POLICY

19th November 2018

Minutes 6851

Aintree Village Parish Council

Cash and Cheque Handling Policy

1.0 Purpose of Policy

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

2.0 Sources of Monies received

- 2.1 There are three main occasions when cash and cheque transactions are handled by Officers and Councillors:-
 - i) Receipt of cash, and cheques from organisers of football, bowling green matches and other events taking place in the Park
 - ii) Donations received from individuals, or organisations
 - iii) Cash and/or cheques received as part of a contribution towards events, and activities taking place in the Parish

3.0 Cash and cheque Storage & Banking

A). Parish Council Park

- 3.1 On receipt of cash and/or cheques in the Park, the Officer/Councillor must record the name, organisation, date and reason on the cash book, which must be signed and a copy of the duplicate receipt given to the person giving the money.
- 3.2 The monies must be immediately placed in the Petty Cash Box provided, and stored in a safe place in the Park Manager's office. No cash or cheque should be left on desks or the office unattended.
- 3.3 At office closing time, the amount of monies received should be recorded and the Petty Cash Box must be stored in the safe in the Council Chamber building.
- 3.4 Cash and cheques must be deposited with the RFO as soon as possible after more than £100 has accumulated. The RFO must check immediately that the amount of money being deposited tally with the amount shown on the duplicate Receipt Book.

B) RFO Premises

- 3.5 All cash and cheques must be stored within a locked container. Only a minimal cash float should be available for normal Parish Council work and this must be stored in a locked location.
- 3.6 Cash and cheques must be deposited in the Council's bank account as soon as possible after receiving the said from staff/Councillors.

3.7 The RFO will complete the bank reconciliation for the cash accounts and periodically nominated Councillors will spot check amounts received against the cash receipt book.

4.0 Petty Cash Payments (If required)

4.1 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.

4.2 Two of the Council's banking signatories must check the petty cash transaction records quarterly, to include payments made and any top-ups from the Council's current account into the petty cash float.

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

5.0 Other Cash Transactions

5.1 Money and/or cheques received by staff and Councillors for events, donations, and others Parish Council services must be recorded. These funds must be deposited with the RFO as soon as possible and a receipt made available by the RFO to be given to the individual/organisation offering the fund.

5.2 These funds will then be banked as soon as possible.

6.0 Reporting to Parish Council

6.1 The RFO will report all above transactions to the Parish Council as part of the regular financial monitoring procedure.

