



## CASH AND CHEQUE HANDLING POLICY

### HOLBEACH PARISH COUNCIL

#### 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 for allotment fees and cemetery fees
  - ii) Donations received from individuals, or organisations
  - iii) Cash and/or cheques received from events, and activities taking place in the Parish

#### 3.0 Cash and cheque Storage & Banking

##### A). Parish Council Duck food machine(s)

- 3.1 On receipt of cash, the Officer/Councillor must record the name, amount and date in the 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 Cash Box provided and stored in a safe place in the Council's office. No cash or cheque should be left on desks or the office unattended.
- 3.3 All monies collected by staff shall immediately be taken to the Council's offices at Coubro Chambers

3.4 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 (if applicable) 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/public.

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 Other Cash Transactions

4.1 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.

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

## 5.0 Reporting to Parish Council

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

Version	Date Approved	Amendments Made	Next Review Date
V1	12/12/2022		April 2023
V2	08/04/2024		April 2025