SHIPTON UNDER WYCHWOOD PARISH COUNCIL

A COTSWOLD VILLAGE AND COMMUNITY

PARISH COUNCIL CASH AND CHEQUE HANDLING POLICY

**1.0 Purpose of Policy**

1.1 To ensure the control and safeguarding of cash and chequetransactions 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 four main occasions when cash and cheque transactions are handled by Officers and Councillors:

i) Receipt of cheques from allotmenteers, as payment of their allotment rent.

ii) Receipt of collections money at a Council-organised event, eg. Christmas Eve Carol Service, on behalf of a stated charity.

iii) Cash withdrawn from Parish Council account for float at a Council-organised event, eg. Shipton Fair

iv) Cash and/or cheques received during Council-organised events, eg. Shipton Fair, the profits of which are to be donated to charities. These charities may be stated or decided at a later date.

**3.0 Cash and cheque handling**

**3.1 Receipt of allotment rent cheques**

i. These should be received by the RFO directly, either at her home address or via the New Beaconsfield Hall.

ii. All cheques are retained by the RFO in a locked cabinet for no longer than one week.

iii. Cheques are sent by post to the Parish Council Unity bank account, together with a completed deposit slip. The payee and the cheque amount are recorded twice, on the deposit slip and on the retained stub.

iv. Payees are sent an acknowledgement of receipt by email.

**3.2 Receipt of collections money**

i. Collections should preferably be made by representatives of the Charity or Group being collected for, in order to avoid unnecessary handling of cash. Councillors may assist with this if required, but pass the monies directly to a representative of the Charity/Group at the time of collection.

ii. If this is absolutely not possible, the monies should be collected by Councillors and individuals well-known by Council, then handed directly to one Councillor/RFO.

iii. The collection should be counted immediately if possible, or within 24hours, by two non-related people, preferably Councillors. A written record of the total of each coin should be made, signed by the two signatories.

iv. The collection should then be passed to the RFO, bagged if possible.

v. If not involved with the initial counting, the RFO will check that the monies tally with the written record. The RFO will then deposit the monies in the Council’s Unity bank account, either at a NatWest bank, or via the Post Office using a cash deposit card.

vi. The RFO will report this transaction to Council at the next Parish Council meeting.

vii.. The monies will be transferred to the Charity or Group in the Schedule of Payments at the next Parish Council meeting.

viii. If the monies need to be retained for any length of time, this should be in a locked container.

**3.3 Cash withdrawn for use as float**

i. Cash for use as a float at a Council-organised event should not be withdrawn from a personal account, either by a Councillor or Official.

ii. The amount of cash required should be agreed and minuted at a Parish Council meeting, for the RFO to withdraw from the Council bank account prior to the event. The RFO should be given at least 40 days notice to arrange and make this withdrawal.

iii. A single, or possibly two, individual(s) should be made responsible for handling the event finances, hereafter referred to as the Event Financial Officer (EFO)

iv. The RFO will pass the money to the EFO, who will check the amount and both will sign a Float Form.

iv. If the float is passed to further individuals, they should check the amount, and both they and the EFO will sign the Float Form, both on the giving and the receiving back again.

v. The float should be checked and signed for separately to any other money received by the EFO.

vi. When collected, the float can be combined with other floats, but should not be combined with any other monies collected.

vi. The float should be returned, with the signed Float Form, to the RFO as soon as possible.

vii. The RFO will check that the total float is returned. The RFO will then deposit the monies in the Council’s Unity bank account, either at a NatWest bank with a deposit form, or via the Post Office using a cash deposit card.

vii. The RFO will report all above transactions to Council at the next Parish Council meeting.

viii. If the monies need to be retained for any length of time, this should be in a locked container.

**3.4 Cash received during Council-organised events**

i. All monies should be received by a responsible adult, or minors under supervision.

ii. At the end of the event, all monies should be collected by the Event Financial Officer (EFO). The amount being received should be checked, noted on the Collection Form and signed for by both parties.

iii. All monies collected from one person should be kept in an individual envelope, separate both from their float and from monies collected by others. The name of the collector, or their organisation, should be written on the envelope.

iv. The monies should be given, with the signed Collection Form, to the RFO as soon as possible.

v. The RFO will check that the money collected matches that stated on the Collection Form. The RFO will then deposit the monies in the Council’s Unity bank account, either at a NatWest bank with a deposit form, or via the Post Office using a cash deposit card.

vi. The RFO will report all above transactions to Council at the next Parish Council meeting.

vii. If the monies need to be retained for any length of time, this should be in a locked container.