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Cash and Cheque Handling Policy – 2024/2025

Brandeston Parish Council

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

Sources of Monies
There are two main occasions when cash and cheque transactions are handled by Councillors:

1. Receipt of payment from parishioners for the 100 Club
2. Providing prize money for 100 Club winners

Cash and cheque handling

Responsibility
The 100 Club is currently overseen by Brandeston Parish Council, and responsibility for its running is with Councillor Paul Baker (Vice-Chair).

Receipt of 100 Club cheques
Cheques should be received by Councillor Baker directly.
All cheques are retained by Councillor Baker for no longer than one week.
Payees are sent an acknowledgement of receipt.

Receipt of 100 Club money
The collection should be counted immediately (when possible) by Councillor Baker. A written record of the total should be made.
The collection should then be banked within one week of receipt. Councillor Baker will deposit the monies in the Council's bank account, either at a bank, or via the Post Office using a cash deposit card.
The monies will be transferred to the 100 Club account by Councillor Baker and reported on at the next Parish Council meeting.
If the monies need to be retained for any length of time, this should be in a locked container.

Cash withdrawn for use as float at events
Cash for use as a float at an event should not be withdrawn from a personal account, either by a Councillor or Official.
The amount of cash required should be agreed and minuted at a Parish Council meeting, for the withdraw from the Council bank account prior to the event.
Two individuals should be made responsible for handling the event finances, hereafter referred to as the Event Financial Officers (EFO)
The RFO/account signatory will pass the money to the EFO, who will check the amount and both will sign a Float Form.
If the float is passed to further individuals, they should check the amount, and both they and the EFOs will sign the Float Form, both on the giving and the receiving back again.
The float should be checked and signed for separately to any other money received by the EFOs.

When collected, the float can be combined with other floats but should not be combined with any other monies collected.
The float should be returned, with the signed Float Form, to the RFO/an account signatory as soon as possible.
The RFO will check that the total float is returned. The RFO/signatory will then deposit the monies in the Council's bank account, either at a bank, or via the Post Office using a cash deposit card.
The RFO will report all above transactions as shown in the bank account to Council at the next Parish Council meeting.
If the monies need to be retained for any length of time, this should be in a locked container.

Cash received during events
All monies should be received by a responsible adult.
At the end of the event, all monies should be collected by the Event Financial Officers (EFOs). The amount being received should be checked, noted on the Collection Form and signed for by both parties.
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.
The monies should be given, with the signed Collection Form, to the RFO/bank signatory as soon as possible.
The RFO/signatory will check that the money collected matches that stated on the Collection Form. The RFO/signatory will then deposit the monies in the Council's bank account, either at a bank, or via the Post Office using a cash deposit card.
The RFO will report all above transactions according to the bank account to Council at the next Parish Council meeting.
If the monies need to be retained for any length of time, this should be in a locked container.

Reconciliation
All monies in and out of the Parish Council bank account will be reported on by the RFO at the next full council meeting. Monies to and from the Parish Council bank account in relation to the 100 Club will be reconciled for reporting on at the budget setting meeting for the following financial year.

Approved by: R. Summers (Chair)……

Approved by: P. Baker (Vice-Chair)……

Date:……