

Wem Town Council Cash Handling Procedures

Last Reviewed 17.10.25

The Town Council deals with very few cash transactions, with most being in the form of toilet income, market rents or allotment rent payments.

When dealing with cash Town Council staff should follow the following procedures

Cash Collection

- Income from the toilets must be collected by 2 members of staff and data from machine relating to income amount and footfall must be recorded in the toilet income book and both staff members must sign the book.
- A receipt should be issued for all other cash received
- All cash should be stored in the office safe until it can be banked ideally within 72 hours of collection

Counting Cash income

- All cash should be counted in a secure location such as the office and access to the counting area restricted whilst the money is on the table.
- Whenever practicably possible, two members of staff should be present to count cash received.
- Toilet income collected must be entered into the spreadsheet and actual income received must be compared against the machine income and footfall data. All errors or reasons known for a discrepancy should be recorded on the spreadsheet.

Banking Cash

Cash to the value of £500 can be taken to the local post office in a non-descript, but secure bag by one person. Over £500 it should be taken by 2 members of staff. Should staff be challenged and threatened for the money, it should be handed over and no risk to the person taken.