

Wem Town Council Cash Handling Procedures 2022 Review

The Town Council deals with very little cash with most cash transactions being in the form of toilet income 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 ~~£250~~ £500 can be taken to the bank in a non-descript, but secure bag by one person. Should any person be challenged and threatened for the money, the money should be handed over and no risk to the person taken.
- Cash to a value over ~~£250 to £1000~~ £500 should be taken to the bank by 2 members of staff. No risk to the staff should be taken if they were to be challenged and threatened for the money.

Wem Town Council Cash Handling Procedures (Current Policy) Adopted 15.12.16

Cash Collection

- Income from the toilets must be collected by 2 members of staff and data from machine relating to income held in bag and footfall to be recorded.
- Both staff members to sign book recording income collection information.

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.
- Where practical income should to be counted and banked on day of collection.
- If this is not possible cash should be locked securely in the Town Council office no cash over £250 should be stored in the office.
- Income to be recorded in accounts and where necessary a receipt issued
- Whenever practicably possible, two members of staff should be present to count the money. Actual income must be compared to income machine data and footfall data All errors or reasons known for a discrepancy should be recorded on the Toilet income spreadsheet.

Banking Cash

- Cash to the value of £250 can be taken to the bank in a non-descript, but secure bag by one person. Should any person be challenged and threatened for the money, the money should be handed over and no risk to the person taken.
- Cash to a value over £250 to £1000 should be taken to the bank by 2 members of staff. No risk to the staff should be taken if they were to be challenged and threatened for the money.