

Kirkhill Community Centre

Cash Handling Policy

CASH INCOME

The following controls should be in place for cash receipts:

- at least two people should be involved in handling and recording the money received
- cash receipts should be promptly recorded in the accounting records and banked as soon as possible
- cash not banked on the day of receipt should be placed in a safe or locked cash box or other safe place
- funds should normally be banked gross without deduction of any expenses or expenditure
- If amounts are substantial insurance cover should be considered

For income from tickets and pre-printed raffle sales:

- tickets should be pre-numbered
- records should be kept of ticket numbers allocated to each person
- records should be kept of all tickets sold
- cash and unsold tickets should be collected and a reconciliation carried out of receipts against tickets sold

CASH EXPENDITURE

Payments in cash should be kept to a minimum due to the greater risk that handling cash presents and difficulties that can arise in establishing clarity and control over cash transactions.

- cash payments should normally be for small amounts only but occasionally larger payments will be required for bands etc.
- cash should be paid out of a petty cash float specifically kept for such payments, and not from incoming cash
- details of payments should be entered in a petty cash book/record
- the balance of petty cash in hand, and the records, should be kept securely
- regular spot checks of the petty cash float may be made by an authorised person independent of the person who maintains the petty cash.

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Gala guidance

- A note on cash handling procedures will be given to each float holder
- Floats will be signed for by a nominated individual.
- A secure vehicle on site will be provided for the collection and distribution of cash that will be manned or locked at all times.
- No cash expenditure should be paid from the float.
- If reimbursement is required then this will be made by the treasurer on presentation of receipts or invoices. A separate cash float will be kept for payment of small sums
- Extra change can be requested at the cash collection point.
- Floats and any sale monies received should to be kept separate from the cash handler's personal money.
- No float should to be left unattended or in view at any time.
- A nominated person will be responsible for collecting and signing for cash collected from sellers during the event so that large amounts of cash don't build up at selling point
- All final amounts including floats will be collected and recorded from all locations at the end of an event.

Reviewed 2/11/15