



D O W N H A M
M A R K E T

T O W N C O U N C I L

Cash Handling and Banking Policy

Date of Adoption: Full Council July 2023

Review Three years or as changes in legislation dictate

1 INTRODUCTION

Income is a vulnerable and attractive asset. It can easily be misappropriated if not effectively controlled. Effective controls over cash collection, retention and banking are necessary to ensure that all income held by the council is receipted and banked properly and promptly.

2 POLICY PURPOSE

2.1 To safeguard all income received by the council by means of accurate accounting, secure storage, and prompt banking.

2.2 To minimise the risk of loss through fraud, misappropriation or mistake.

2.3 This policy applies to DMTC staff, Councillors and any volunteer collecting money on behalf of the Council.

3 ACCOUNTABILITY

3.1 It is the responsibility of all staff members handling cash as part of their duties to understand and adhere to this policy. Councillors are expected to abide by the Nolan Principles and maintain integrity in respect of all cash handling. Staff are expected to abide by employment law. Failure to do so will be dealt with in line with Downham Market Town Council's disciplinary process.

4 PAYMENT METHODS

4.1 Whenever possible, the taking of cash should be restricted and alternative methods of payments such as bank transfer or cheque should be encouraged.

4.2 In the event that cash is offered for payment of an invoice, staff will complete a deposit slip ensuring the cash amount received corresponds with the relevant invoice. The payee will be asked to deposit the cash directly into the Council's bank account. The payee will be advised to request and retain receipt of deposit from the bank.

4.3 Payments by cheque must be made payable to Downham Market Town Council. Cheques should be drawn on a UK bank account and paid in sterling. The payee's full name and invoice reference number should be quoted and marked 'for the attention of the Town Clerk/RFO'. Confirmation of any booking, service or agreement is subject to cheque clearance approval.

4.4 BACS/Bank Transfer payments can be made directly into the Council's bank account. The staff will provide the relevant details upon request.

5. CASH HANDLING AT COUNCIL RUN EVENTS

5.1 Cash is to be collected in a secure box during events and must be manned at all times. If there is a change of personnel, the cash must be counted by two councillors or staff, and the amount (minus the float) to be placed in a signed envelope and immediately transferred to the safe in either the Town Hall or Council Office.

5.2 Goods for sale must not be provided until paid for in full.

5.3 At the end of the event, the cash must be counted by two councillors or staff in a safe location, a deposit slip completed and signed by both people, and either banked immediately or placed in the Council safe.

5.4 Cash must be counted by non-related staff and Councillors.

5.5 No cash is to be taken home.

6. CASH DONATIONS

6.1 Any donations received will be used by Downham Market Town Council for the benefit of the community as the Council sees fit.

6.2 Any donations received at Council run events must be collected in a locked money box.

6.3 The box must be unlocked in a secure location and counted by two councillors or members of staff. A deposit slip must be completed and signed by both people, and either banked immediately or placed in the Council safe.

7 BANKING CASH

7.1 Cash must be deposited into the Council's bank account within 5 working days.

7.2 A maximum of £1000 can be held in the office safe.

7.3 Two members of staff or Councillors must deposit cash into the bank on a rotational basis. To ensure the safety of staff and Councillors, deposits must be kept to a minimum. Staff and Councillors must on no account put themselves into situations of danger and must give up/not seek to recover cash if they are in physical danger.

7.4 Once banked, the amount shall be entered into the Council's Scribe accounts system.