

## **Wem Town Council Cash Handling Procedures**

### **Last Reviewed 18.10.24**

The Town Council deals with very little cash with most cash transactions 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 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 £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.