



Making the difference

Cash Accountancy Policy



A Policy for the Accounting, Safe Custody and Banking of Money For the employees and volunteer staff working for Vranch House

Receipt

Normal Business Cash or cheques may be received in the post or from members of the public during business hours. Staff should take care to pass all cash or cheques received in the post to the Finance Officer who will ensure that an appropriate, numbered and copied receipt is issued. The process for recording all handling of cash and cheques is:

- If the sum received is in payment of an invoice, the correct journal entries will be made in the accounting software by the Finance Officer, the invoice will be marked as paid with the date received and the sum received will be held for banking.
- If the sum received is a general gift or donation then if the sum is £50 or less, the Business Manager will send a numbered and copied receipt and, optionally, a letter of thanks. If the sum received is over £50 and is given to the charity, the Chief Executive will write a letter of thanks standing as a receipt which will be copied to the Business Manager.
- If the sum received is specifically for the School or the Clinic then the Head of Education, Head of Therapy or North Devon Superintendent Therapist will write a letter of thanks standing as a receipt which will be copied to the Business Manager. In either case, all sums will be sent to the Finance Officer for banking with a description of the source and the date of the acknowledgement.

Fund-Raising and Out of Hours Events Money raised by Staff or Volunteers at fund-raising and/or Out-of-Hours events should be counted by more than one person and both should sign a simple paying-in form showing the amount raised. The money and the paying-in form should be held until they can be safely delivered to either the Finance Officer or the Business Manager who should endeavour to count the money in the presence of those handing it in. A receipt for the money should then be made out and handed over. In the event that the money cannot be counted on the spot it should not be accepted unless it is accompanied by a paying-in form unless the money is from a public collection and it would be impractical and discourteous to ask the individual paying it in to wait. In both cases, the money should be counted as soon as possible after receipt and ideally by two people. A receipt should be made out and sent to the person who handed the money in and this receipt should be counter-signed by the two people who counted the money. The only exception to this policy is:

Safe-Keeping of Cash

All received cash is to be held in secure containers approved by the Chief Executive. Once received, no cash is to be used to feed the petty-cash; all received sums are to be prepared for banking. The Finance Officer is to arrange for independent checking of the petty cash each month and these checks are to be counter-signed after the event by the Chief Executive.

Banking

Cash and cheques should be processed immediately on receipt for banking. Banking should never be less than once a week (if there is a reason for them to be less than weekly, the Chief Executive is to be informed). As a guide, cash or cheques amounting to more than £1,000 should be banked at



the earliest opportunity (i.e. within the day). The banking process shall be laid down by the Chief Executive from time to time but no banking is to take place until the sums banked have been checked against the paying-in documentation and a counter-signature obtained, usually from the Chief Executive but, in her absence, from another member of the Management Team. In addition, the Finance Officer is to photocopy and append to the Banking Summary for each Banking operation, all the cheques that are to be banked and any other primary documentation supporting the source of the money being banked.