



KEWSTOKE PARISH COUNCIL

“Here to protect the Rural Character and Environment of the Village and to promote Kewstoke as a pleasant place to live”

Cash Handling Policy

Ref KPC005

Where cash is to be collected & transported by Parish Council staff, the following principles should be applied. Primarily this relates to the collection and banking of monies from the toilet block situated in the Bus Terminus Car Park.

1. For collection or transportation of cash amounts expected to be greater than £200 two persons comprising of either Parish staff or Councillors' should be present.
2. Time of collections must be varied
3. Routes travelled to and from collections are required to be varied.
4. Cash collected should be totaled as soon as possible after collection and noted.
5. Cash should be retained by the person{s} collecting the cash for the minimum time possible
6. The Parish Clerk is to be notified preferably by email of the date and amount collected as soon after counting as is possible.
7. A cheque made payable to the Parish Council for the amount collected (drawn from the collectors own bank account) is to be sent by post to the Councils bank with a completed Paying in Slip. Cash in the form of coinage is then retained by the person collecting the cash.(for redistribution)
8. Any Councillor can, without prior notice, attend and observe this procedure and independently confirm the amounts collected. .
9. Items 1-4 to apply to the transportation of cash to a banking outlet.
10. Totals of cash received from various collection points are recorded to identify variances. Any monthly variance on the corresponding month in the previous year is greater than £50 is to be notified to the Chairman of the Policy and Finance Committee/ Working Group.
11. Ad hoc Independent cash collection(s) to take place.

Adopted 4th January 2022