



Finance Operating Policy: Cash Handling

Cash Handling

- 1.1 Cash handling is recognised by the trustees as the single area within money management, of highest risk and greatest temptation. Whilst the trustees seek to encourage non-cash receipts and payments, it is accepted that cash transactions cannot be completely avoided.
- 1.2 The cash handling policy is designed to protect the reputation of all those handling money and to safeguard the church assets.
- 1.3 The largest exposure to cash is the Sunday service cash offerings. Cash offerings should be collected and counted by two **unconnected people** (that is people that are not related to each other).
- 1.4 The results of the offering cash count should be recorded on the church cash book in sufficient detail to provide a proper and adequate audit trail and to allow for the use of the Gift Aid Small Donation Scheme where applicable.
- 1.5 The cash book should be signed by those undertaking the counting so as to provide an environment of accountability and a proper audit trail.
- 1.6 No cash from the offering will be used to reimburse expenses or other expenditure.
- 1.7 All cash from the Offering should be banked.
- 1.8 Cash will only be retained on any church premises (as specified below) in properly designed and secure locking safes/or filing cabinets and will not exceed the cash limit included in the church's insurance policy.
- 1.9 Sensible precautions will be undertaken when transferring cash from the church to a bank.
- 1.10 Cash should be banked as soon as possible and certainly within 4 weeks from the date that the offering was received.

1.11 All cash deposits should be reconciled with the bank statement.

2. Petty Cash floats

2.1 Petty cash floats will never exceed £100 and will always be secured in a locked draw or cash tin.

2.2 Access to petty cash is limited to leaders approved by the trustees.

2.3 No item of expenditure above £25 will be reimbursed from petty cash.

2.4 All expenditure reimbursed from petty cash will be subject to the same documentation requirements as for other expenditure (see section 3).

2.5 Requests for petty cash “top-ups” should be made to the treasurer and should be accompanied by a complete reconciliation of the petty cash balance and be supported by the necessary documentation (see section 3) and evidence of a cash count.

3. Supporting Information

3.1 The following are to be regarded as church premises:

- i. The church's office at Octavia View
- ii. The church's storage cupboard in the Queen Mary Centre
- iii. The church's registered address
- iv. The treasurer's residence