



Totton & Eling Community Association Cash Handling and Banking Procedure

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1. Cash Handling and Banking Procedure

| Version | Action | Date | Signed |
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| DRAFT B | Created | 09/07/2021 | C D Compton |
| | Authorised | | |

2. Introduction

It is important that the Centre Administrators read and understand this policy and make any relevant amendments for local conditions, including the removal of this explanatory text.

3. Procedure

All money (cash and cheques) received on behalf of the community centre (subject to a minimum amount of £5) must be immediately recorded by the issue of a receipt, or by direct entry into a receipting system. All methods of receipting must be approved by the Centre Administrators.

All money received on behalf of the community centre shall be balanced and banked or paid to the Centre Administrators without any deduction.

Personal cheques shall not be cashed out of monies held on behalf of the community centre.

It is the responsibility of the Centre Administrators and the Treasurer that all monies within community centre are kept secure, whether in transit or in the centre.

Regard should be paid to the Money Laundering Regulations and in particular the Centre Administrators should inform the Community Association Chairman in the event of a receipt of cash exceeding £10,000.

All money should be locked in the community centre safe when not immediately required.

The keys to the community centre safe should be kept secure and held only by the Centre Administrators, Treasurer and Chairperson.

All money should be banked as soon as possible and at least once per week, to ensure that amounts stored within the community centre safe do not exceed £2,500.