



Georgeham Parish Council cash and cheque handling policy

January 2026

The parish council rarely receives cash or cheque payments and does not operate a petty cash book.

1. Purpose of Policy

1.1 To ensure the control and safeguarding of cash and cheque transactions at the Parish Council.

1.2 To minimise the risk of loss through fraud, misappropriation or mistake.

1.3 The policy applies to Parish Council staff, Councillors and any volunteer or helper collecting money on behalf of the Parish Council.

2. Cash and cheque Storage & Banking

2.1 Cash must be deposited in the Council's bank account as soon as possible.

2.4 The Clerk will receive and record cash payments. The Clerk will complete the bank reconciliation for the cash which is received into the general bank account.

3. Sources of Monies

3.1 There are four main occasions when cash (and cheque) transactions are handled by Officers: -

i) Receipt of monies from cemetery customers (occasional cheque).

ii) Receipt of monies received as part of a contribution towards events and activities taking place in the Community

iii) Receipt of monies received as part of a collection at events and activities taking place on council-maintained premises or open spaces.

iv) Donations received from individuals or organisations.

3.2 A receipt (often by email) will be made available by the Clerk and given to the individual / organisation handing over the monies.

4. Cash and Cheque Storage & Banking

4.1 All cash and cheques must be kept securely by the Clerk until they are deposited.

4.2 Cash and cheques must be deposited in the Council's bank account as soon as possible once received. Generally cheques are deposited electronically.

4.3 The Clerk will complete the bank reconciliation for the relevant accounts which will be periodically checked against the cash books by the nominated Councillors acting as Internal Control Reviews.

5. Reporting to the Council

5.1 The Clerk/RFO will report all above transactions to the Parish Council at council meetings, as part of the regular financial monitoring procedure



Reviewed	Adopted
	January 2026