Cash Handling Policy

Thurston Parish Council

Policy Approved: Policy & Resources Committee 26 November 2025
Presented to Council: Full Council Meeting 3 December 2025
Review Body: Policy & Resources Committee
Review Period: Every two years or following legislative changes.
Next Review: Policy & Resources Committee November 2027

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Purpose of Policy

To ensure the control and safeguarding of cash transactions at the Parish Council.
To minimise the risk of loss through fraud, misappropriation or mistake.

Receipt of Cash

The Responsible Financial Officer (RFO) will receive and record cash payments.
The office must be secured when cash is counted on site. No cash should be left on desks unattended.
A receipt will be made available by the RFO and given to the individual / organisation handing over the monies.

Sources of Monies

There are four main occasions when cash transactions are handled by the RFO: -

- Receipt of monies from Friends of Thurston Library received as part of a contribution towards events and activities taking place in the Community Library.
- Receipt of monies received as part of a contribution towards events and activities taking place on council-maintained premises or open spaces.
- Donations received from individuals or organisations.

Cash Storage & Banking

All cash must be kept within a locked filing cabinet until monies are deposited.
Cash and cheques must be deposited in the Council's bank account as soon as possible once received.
The RFO 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.

Petty Cash Payments – petty cash is not operated by the parish council.

Reporting to the Council

The RFO will report all above transactions to the Parish Council as part of the regular financial monitoring procedure.