**Purpose**

The purpose of the cash handling procedure is to ensure control and safekeeping of event cash assets.

**General Principles**

All cash including cash floats should be held securely, as a minimum in a locked cash box at all times or if possible a safe or locked draw or till.

Any cashboxes should be kept out of sight at all times and preferably in a locked cabinet or drawer.

Cash should never be left unattended, for any period of time.

Under no circumstances should cash be used for paying for staff advances, reimbursements of staff personal expenses or mileage claims, wages or salaries or foreign currencies.

A Daily Cash Handler should be established who will be responsible for issuing, collecting and receipting all cash.

Keys to the till, cashbox, or safe, should be given to the Cash Handler who should keep the keys secure and ensure that they are not left unsecured in the office overnight. Sensible precautions should be taken to ensure that any room in which cash is regularly stored is locked when unoccupied.

Where cash is being counted by staff, this should be done out of sight.

Banking should be completed daily when possible.

**Cash Handling**

All cash floats will be issued each morning by the designated cash handler**.** All cash will be returned to the designated cash handler at the end of each day.

When cash is passed to the next person, that person should count the cash before accepting it and keep the signed copy of the cash record with the cash unless otherwise advised by designated the cash handler.

All cashboxes and tills should be emptied regularly dependant on volume but as a minimum when cash exceeds £500 it must be transferred to the designated cash handler as soon as possible.

Cark Park attendant floats and cash received should be issued to and returned by the Car Park supervisor who will record and oversee the handling of the cash with the car park attendants.

**Cash Transportation and Banking**

Cash will be banked on a daily basis if possible and all cash waiting to be banked will be kept in a secure location.

When cash exceeds £4,000 2 people must complete the banking.

All receipts must be reconciled back to input documents prior to banking.