

STAFF GUIDANCE NOTES – CASH INCOME

POLICY REFERENCE NUMBER	FP02-03
VERSION NUMBER	3
KEY CHANGES FROM PREVIOUS VERSION	Three year review; updated to remove reference to vending machine income (now managed by external organisation)
AUTHOR	Head of Financial Accounts
CONSULTATION	Audit Committee Executive Operational Committee Senior Finance Staff
IMPLEMENTATION DATE	April 2017
AMENDMENT DATE(S)	September 2021
LAST REVIEW DATE	April 2017, September 2018, September 2021
NEXT REVIEW DATE	September 2024
APPROVAL BY AUDIT COMMITTEE	15 September 2021
RATIFICATION BY	N/A
COPYRIGHT	
POLICY SUMMARY	
The procedure outlines the controls to be adopted in the handling of cash income.	
The Trust Monitors the implementation of and compliance with this policy in the following ways:	
Internal Audit	

Services	Applicable	Comments
Trustwide	✓	

**The Director responsible for monitoring and reviewing this policy is
Executive Chief Finance Officer**

STAFF GUIDANCE NOTES ~ CASH INCOME

CONTENTS

THIS IS AN INTERACTIVE CONTENTS PAGE, BY CLICKING ON THE TITLES BELOW YOU WILL BE TAKEN TO THE SECTION THAT YOU WANT.

- 1.0 INTRODUCTION
- 2.0 STAFF GUIDANCE NOTES
- 3.0 TELEPHONE COIN BOXES AND VENDING MACHINE INCOME

SAMPLE ONLY

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

STAFF GUIDANCE NOTES ~ CASH INCOME

1.0 INTRODUCTION

1.1 Cash Income is income received by the Trust for which routine invoices are not raised. The main type of income which falls into this category includes:

- a) canteen income
- b) hospital shops / tuckshops
- c) income from coin operated telephones
- d) cash donations made towards charitable funds
- e) patient appliances income

The Trust finance department has the ability to accept payments by credit or debit card, and this is being rolled out to services where appropriate.

1.2 Accounting for donations for charitable funds is covered in depth under a separate procedure.

1.3 For avoidance of doubt, this procedure refers to a number of key staff within the Finance Department for a completion of a range of tasks. In the absence of these key members of staff, the task will be undertaken by the covering member of staff. In the event there are no suitable staff to cover the identified task, the decision will be referred to either the Director of Finance, Head of Financial Accounts or Head of Financial Management.

2.0 STAFF GUIDANCE NOTES

2.1 Access by staff and general public to any offices handling/holding cash should be restricted, where practical, to ensure security.

2.2 All cash income received should always be promptly recorded on the official income sheets and receipts issued where necessary.

2.3 Receipts should always be issued where payment is made by cash or postal order. Receipts for cheques should be issued when specifically requested.

2.4 All receipts must be issued in strict sequential order. Spoiled receipts should be cancelled and recorded as such on the income sheet. Cancelled receipts should then be attached to the Income Sheet.

2.5 Duplicate receipts should only be issued with the authority of the Cash and Controls Supervisor. All such receipts should be clearly identified.

2.6 Any cash, cheques, postal orders etc must be placed in a safe/lockable strong room until taken for deposit to the bank or collected by the Trust's designated cash collection firm. Income should be placed in the safe/lockable strong room immediately after being entered on the income sheet.

FP02/03 - STAFF GUIDANCE NOTES – CASH INCOME

- 2.7 Each day, or at least weekly, the income sheet or sheets should be totalled and the analysis of the income shown should agree with the actual cash, cheques and postal orders received.
- 2.8 That part of each income sheet not used should be clearly marked with a “Z” crossing so that no further entries can be recorded.
- 2.9 Any discrepancies resulting in 2.7 above should be reported.
- 2.10 All income should be banked intact, at regular intervals determined by the level of income received. Minimal amounts of cash should be retained on premises during weekends where practical.
- 2.11 Where the services of a security firm are used to bank income, money must be kept in fully secure conditions until handed over and properly discharged as laid down in the agreement with the security firm, when it will become that Company’s responsibility.
- 2.12 Disbursements should not be made from cash received, unless prior approval has been given by the Executive Chief Finance Officer or the Director of Finance. Unless approval has been obtained, all income should be banked gross.
- 2.13 Personal cheques or IOU’s, must not be cashed out of money held on behalf of the Trust or from any other funds held in the safe/lockable strong room.
- 2.14 Unofficial cash should not be kept in the safe/lockable strong room.
- 2.15 Any permitted arrangement to allow unofficial cash to be held must be done with the authority of the Executive Chief Finance Officer or Director of Finance. A written indemnity must be obtained from the organisation or individual absolving the Trust from responsibility for any loss. Such deposits should be made in sealed envelopes or locked containers.
- 2.16 The physical movement of cash within the Trust’s premises should be kept to an absolute minimum. At least two members of staff, where practical, should escort all such movements of cash.
- 2.17 Managers must ensure a clear division of duties between all officers dealing with income so that internal control can be maintained. Officers handling cash should not initiate any document or transaction which results in income being received.

3.0 TELEPHONE COIN BOXES

- 3.1 Call box keys should be held in secure conditions.
- 3.2 Keys should only be issued to designated officers.
- 3.3 Two staff will be present at all times to collect cash from coin boxes.

FP02/03 - STAFF GUIDANCE NOTES – CASH INCOME

- 3.4 The coin boxes should be emptied at regular intervals and, where possible, one of these clearances should coincide with the period of charges.
- 3.5 Any money collected must be placed into an individual bag or container and identified to the particular call box number and if possible sealed until such time as the cash is counted.
- 3.6 After emptying the cash drawer it must be checked to see that it is securely locked.
- 3.7 At the time of collection, any damage, tampering or obvious theft from the call box which is noticed or suspected, should be reported immediately to the Head of Financial Accounts and the Local Security Management Specialist (LSMS).
- 3.8 All cash collected should be counted as soon as possible by two designated officers, and recorded on to a Trust Income Sheet.
- 3.9 The cash should be transferred promptly to one of the Trust's Cashiers Officers who will check the accuracy of the income sheet.
- 3.10 The Cashier should issue an official receipt for the cash received.
- 3.11 All keys must be returned to the designated officer for safekeeping immediately on returning from collection.

END