

Banking and Handling of Cash and Cheques Financial Procedure

Document Reference	Proc469
Version Number	1.4
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Director	Peter Beckwith - Executive Director of Finance
Date last reviewed (this version)	9 October 2024
Date of Next Review	October 2027
Date Ratified Name of Ratifying Committee	9 October 2024 Exec Lead Sign-off (Peter Beckwith)

VALIDITY – Procedures should be accessed via the Trust intranet to ensure the current version is used.

CHANGE RECORD

Version	Date	Change Details
1.0	November 2018	New procedure
1.1	June 2019	Revised Banking procedure.
1.2	October 2020	Pay360 system added
1.3	July 2021	New Author review including minor grammatical changes
1.4	October 2024	Reviewed including very minor grammatical changes. Approved by Exec Lead sign-off (Pete Beckwith – 9 October 2024).

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1. INTRODUCTION

All debtors are requested to make payments directly to NHS Shared Business Service (SBS).

However, it is inevitable that some cash and cheques are still sent or paid directly to the Trust.

It is the Trust's policy to:

- Maintain internal control to ensure that all monies due are banked intact promptly and accurately;
- Ensure that all cash and cheques received by the Trust are held securely;
- Ensure that all queries raised by SBS are responded to promptly so that all income received is allocated correctly; and
- Check all management reports, produced by SBS, promptly to ensure that all income received is correctly allocated.

All relevant sites will be provided with paying in books.

2. PURPOSE

This document should be read in conjunction with the SBS Cash Receipting and Cash Management Solution Document.

Its purpose is to supplement the SBS Cash Receipting and Cash Management Solution Document with local procedures and give clear guidelines in relation to safe cash handling.

3. DEFINITIONS

Debtor – individuals or organisations which owe money to Trust.

NHS Shared Business Service (SBS) – Joint NHS private sector organisation, contracted to make all payments on behalf of the Trust and to maintain its general ledger.

4. ROLES AND RESPONSIBILITIES

Any member of staff receiving money on behalf of the Trust or collecting cash for Trust purposes are required to be familiar with these procedures and adhere to the requirements herein, (see also Petty Cash Financial Procedures).

The Financial Services Department are required to periodically check that petty cash has been used appropriately. They should also carry out spot checks, recording the date the check was made, and any discrepancies noted.

Financial Services will be responsible for issuing cheques to top up the petty cash float when requested by the petty cashier.

5. HANDLING OF CASH

Cash should be banked regularly with only incidental amounts of cash, of up to £150, held in the safe for any period of time. If more than this amount of cash is required to be held, Units

need to contact the Financial Controller/Deputy Director of Finance, with the reasons for holding the cash and secure written permission before doing so.

Any cash received should be banked as income and is absolutely not to be mixed or used for petty cash and not used to make purchases of any kind.

Secure arrangements should be made in conjunction with the Financial Controller/Deputy Director of Finance, for the regular transportation of any large amounts of cash, over £1,000.

The following guidelines need to be followed for the transportation of all cash for Trust employees' personal safety:

- Two members of staff should undertake bank visits;
- Cash transportation should be varied and never to a routine. The day of the week and route of the visit to the bank should be varied;
- Always be aware of the people around you when collecting the cash from the bank;
- Do not take personal and valuable items with you when going to the bank (i.e. keys, cash, credit cards, purse/wallet etc.);
- If possible carry cash in a secure inner pocket rather than a bag;
- If confronted a member of staff should never put themselves at risk by offering resistance to an attacker.
- For cash deposits over £1,000, the transportation of cash should where ever possible be made by a security company, rather than by Trust employees.

6. POLICY PROCEDURAL REQUIREMENTS

6.1. Trust Receipting and Banking Procedures

- The majority of debtor invoices are paid via SBS or via the Trust's Pay 360 card system. If any income is received outside of these systems, the debtor should be contacted and asked that all future payments be made either to SBS or via the Pay360 card system.
- All income received locally must be recorded promptly on a sequentially numbered spreadsheet template, referencing the paying in slip number and date of banking. This template should be forwarded to Financial Services on the day of banking, for receipting on the system.
- Cash income, such as vending machine income should be collected and counted by two employees. The amount collected should be entered on the income sheet and signed by both employees to show agreement.
- All income should be banked intact, i.e. no disbursements should be made from income and should be kept separate from any petty cash floats.
- All cash and cheques should be banked on a timely basis. Due to the small level of cash and cheques that are received at the Trust office, banking should be once a month or once a total of £50 has been received, whichever is sooner. If a safe is not available then income should be held in a locked cash box which is placed overnight in a locked metal cabinet.
- To aid SBS reconciliation processes cash and cheques should be banked on separate paying-in slips.
- Income should be receipted into SBS Oracle straight away by Financial Services to avoid debtor follow-up.
- The onus is with Financial Services to ensure that the value input into Oracle matches the value of the income banked. The remittance advice slip and bank paying-in slip number and date should also be recorded in Oracle.
- For non-invoiced income, e.g. vending machine income there will be a generic list of receivable activities loaded into Oracle for Trust use.

6.2. SBS Cash Receipting Process

- Income received by SBS will be matched against the debtor invoice and banked on a daily basis.
- SBS will match income banked by the Trust against debtor invoices or activity codes.
- SBS will update the general ledger and cash flow forecast daily.
- Income received by SBS which cannot be identified, or which is received in advance of a debtor invoice being raised, will be coded to “unallocated cash”.

6.3. Unallocated Cash Report

It is the responsibility of the Trust to appoint a designated member of staff to check the Unallocated Cash Report each fortnight and annotate thereon the action required and return to SBS.

6.4. Pay 360 Card Receipting system

Customers and debtors have the option to make payments to the Trust via the Pay360 system. This gives two options for payment, in person card payments can be made via the chip and pin machines or customers can make remote payments via the internet portal. No payments are to be taken by the Trust without the cardholder present, such as via the telephone.

The system can be used for paying for a range of Primary Care services, training courses, Occupational Health appointments and invoice payments.

An email is received by Financial Services once a payment has been transacted, which is posted to the general ledger on a weekly basis by Financial Services.

Refunds can be made on the system by approved members of the Financial Services team, if agreed by the budget holder.

7. QUALITY AND DIVERSITY

This is a non-clinical policy.

An Equality and Diversity Impact Assessment has been carried out on this document using the Trust-approved EIA.

8. IMPLEMENTATION

This procedure will be disseminated by the method described in the Trust’s Document Control Policy.

The implementation of this procedure requires no additional financial resource.

9. MONITORING AND AUDIT

- Monitoring of this procedure will be completed by the Financial Services Manager and the Financial Controller.
- Monitoring will be undertaken when each petty cash reimbursement is completed and ad hoc audit of the petty cash system.

10. REFERENCES/EVIDENCE/GLOSSARY/DEFINITIONS

NHS SBS Cash Receipting and Cash Management Solution Document
Month End Procedures

11. RELEVANT TRUST POLICIES/PROCEDURES/PROTOCOLS/GUIDELINES

These procedures should be read in conjunction with the Trust Standing Financial Instructions.

Appendix 1: Equality Impact Assessment (EIA)

For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

1. Document or Process or Service Name: Banking and Handling of Cash and Cheque Financial Procedure
2. EIA Reviewer (name, job title, base and contact details): Karen Towse, Financial Controller, Trust Headquarters Willerby
3. Is it a Policy, Strategy, Procedure, Process, Tender, Service or Other? Procedure

Main Aims of the Document, Process or Service
Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the pro forma

Equality Target Group 1. Age 2. Disability 3. Sex 4. Marriage/Civil Partnership 5. Pregnancy/Maternity 6. Race 7. Religion/Belief 8. Sexual Orientation 9. Gender re-assignment	Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed? Equality Impact Score Low = Little or No evidence or concern (Green) Medium = some evidence or concern (Amber) High = significant evidence or concern (Red)	How have you arrived at the equality impact score? a) who have you consulted with b) what have they said c) what information or data have you used d) where are the gaps in your analysis e) how will your document/process or service promote equality and diversity good practice
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Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Age	Including specific ages and age groups: Older people Young people Children Early years	Low	Internal/Transactional procedure
Disability	Where the impairment has a substantial and long term adverse effect on the ability of the person to carry out their day to day activities: Sensory Physical Learning Mental health (including cancer, HIV, multiple sclerosis)	Low	Internal/Transactional procedure
Sex	Men/Male Women/Female	Low	Internal/Transactional procedure
Marriage/Civil Partnership		Low	Internal/Transactional procedure
Pregnancy/Maternity		Low	Internal/Transactional procedure
Race	Colour Nationality Ethnic/national origins	Low	Internal/Transactional procedure
Religion or Belief	All religions Including lack of religion or belief and where belief includes any religious or philosophical belief	Low	Internal/Transactional procedure
Sexual Orientation	Lesbian Gay men Bisexual	Low	Internal/Transactional procedure

Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Gender Reassignment	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex	Low	Internal/Transactional procedure

Summary

<p>Please describe the main points/actions arising from your assessment that supports your decision.</p> <p>See evidence above.</p>
<p>EIA Reviewer: Karen Towse</p>
<p>Date completed: September 2024 Signature: Karen Towse</p>