

## **BRISTOL AREA QUAKER MEETING (No 1175435)**

### **POLICY ON BANKING AND CASH HANDLING      Revised: 11/5/18**

**Policy:** The aim of the Banking and Cash Handling Policy is to ensure that Bristol Area Quaker Meeting, including its constituent Local Meetings and delegated bodies have clear guidance on acceptable practice to ensure the risk of loss of funds is minimised and that individuals with responsibility for handling funds are supported.

1. Where bank accounts are operated there must be more than one signatory on the mandate and two signatures should be used on all cheques.
2. Where internet banking is used, two signatories should be required at all times to authorise payments, Standing Orders, or Direct Debits.
3. A credit/debit card may be held by the Treasurer, who should reserve its use for online purchases where no other method of payment is permitted. Any such use should be reported immediately to a co-signatory.
4. Accounting records should be regularly reconciled with the Bank statements and the reconciliation independently reviewed. Monthly reconciliation is recommended; but should be completed at least quarterly.
5. Cash in hand should be kept to a minimum and all cash receipts must be banked as soon as practical and directly into a bank account in the name of the meeting. No individual should normally be responsible for holding more than £100 of the Meeting's cash at any one time.
6. Receipts should be issued for all cash received including Sunday appeals.
7. Cash payments should not be made except where the Meeting has a system for petty cash which is regularly reconciled and reviewed. Petty cash payments should not exceed £10.
8. When cash has been collected two people should count and sign for the amount received and the total amount should be noted.

*Revisions – MT/5/11/14, SP/18/10/16, PCW 17/03/18*

*Comments or suggestions about this Policy should be forwarded to the Policy Owner.*

Policy/Revision Agreed by;	Date / Minute
Finance Committee (Owner)	16/3/18
Trustees	11/5/18

Policy to be reviewed (Year): 2021