

NEW MILLS TOWN COUNCIL.

FINANCIAL REGULATIONS ADDENDUM.

DEALING WITH THE COLLECTION, COUNTING AND BANKING OF CASH FROM COUNCIL LEAD EVENTS.

This Policy was adopted by New Mills Town Council in an Extraordinary Meeting Monday 27th April 2015, Agenda Item 7, Minute number 731.

All cash collected as donations, at Council lead events are to be conducted in the following manner.

- The Clerk / Proper Officer is in overall charge of the Policy, and is authorised to designate Staff / Councillors to carry out tasks as required, unless amended by a Full Council Resolution.
- Any money which is donated, pre or post event, will be directed into the Town Hall offices for banking, with a receipt given and a record that the money is associated with a particular Council lead event.
- The use of lockable collection buckets which are either Council owned or leased, are only to be used during the event. this will enable any given authorised person to collect.
- At the end of the event, allocated Officers, and Councillor (s), are responsible for the gathering up then transportation of the money contained within the buckets, to the Town Hall, to be locked in the Town Hall Safe.
- The counting of the money is to take place as soon as it is practicable, during a normal working day. This can be achieved by manual means, or by the use of a cash counting machine in the case of a large amount of coinage.
- The counting is to be carried out and overseen by independent persons, who will verify the amount, which in turn will be reported into Council.
- The monies will be banked in the normal manner, with the appropriate records made, to show the source of the deposit.

Reviewed & adopted on the 8th May 2017