

Livewell Southwest

Cash and Cheque Handling Procedures

Version No. 2

Review: May 2019

Notice to staff using a paper copy of this guidance

The policies and procedures page of Healthnet holds the most recent and approved version of this guidance. Staff must ensure they are using the most recent guidance.

Author: Director of Finance

Asset Number 285

Reader Information

Title	Cash and Cheque Handling Procedures v1:4
Asset number	285
Rights of access	Public
Type of paper	Procedure
Category	Finance & IM & T
Document purpose/summary	To provide guidance on the safe handling of cash and cheques
Author	Deputy Director of Finance - Provider
Ratification date and group	9 th May 2016
Publication date	12 th May 2016
Review Date and Frequency of Review	12 th May 2019 Three years after publication, or earlier if minor changes are required.
Disposal date	The PRG will retain an e-signed copy for the archive in accordance with the Retention and Disposal Schedule, all copies must be destroyed when replaced by a new version or withdrawn from circulation.
Job title	Deputy Director of Finance - Provider
Target audience	All staff who may handle cash and cheques
Circulation	Electronic: Livewell Southwest (LSW) intranet and website (if applicable) Written: Upon request to the PRG Secretary on ☐ 01752 435104. Please contact the author if you require this document in an alternative format.
Consultation process	Requested by Internal Audit and consulted with Finance and Cashiers
Equality analysis checklist completed	No
References/sources of information	None
Associated documentation	None
Supersedes document	Cash & Cheque Handling Procedures v1:4
Author contact details	By post: Local Care Centre Mount Gould Hospital, 200 Mount Gould Road, Plymouth, Devon. PL4 7PY. Tel: 0845 155 8085, Fax: 01752 272522 (LCC Reception).

Document review history

Version no.	Type of change	Date	Originator of change	Description of Changes and reason for change
0:1	New document	July 2007	Director of Finance	New document
1:0	Updated	August 2007	Internal Communications Officer	Version number updated following Chief Executive sign off
1:1	Reviewed	June 2008	Director of Finance	Reviewed, still current.
1:2	Reviewed	March 2010	Accountant	Reviewed, no changes made.
1:3	Reviewed	June 2012	Senior Management Accountant	Reviewed, co changes apart from new organization name.
1:4	Extended	July 2014	Senior Management Accountant	Extended no changes
2	Reviewed	April 2016	Senior Management Accountant	Updated to Livewell, no other changes.

Contents		Page
1	Introduction	5
2	Purpose	5
3	Cash	5
4	Banking/Cheques	5
5	Petty Cash	6
6	Patient's Money	6
7	Monitoring Compliance and Effectiveness	6

Cash and Cheque Handling Procedures

1. Introduction

This document covers the procedures for cash and cheque handling.

2. Purpose

When handling cash it is important to safeguard the cash but there must always be procedures in place to safeguard any staff handling cash. Similarly there must be procedures in place for handling cheques.

3. Cash

3.1 The following points should be followed:-

- Cash should always be kept in a locked and secure place. The amount of security will depend on the amount of cash held and this must be at the discretion of the local manager.
- There should not be access for a number of staff to one cash float. This would leave individuals exposed to the possibility of suspicion if there was any shortage. Cash floats should either be issued to individuals or there must be some hand over process.
- When banking cash, cashiers should be accompanied whenever possible, especially when the cash carried exceeds £500. Obvious things, such as going to the bank at the same time every week, should be avoided.

4. Banking/Cheques

4.1 Banking should be done at least once a week.

4.2 All departments that may receive cheques should be told to pass them to the cashier promptly. It is the responsibility of the department receiving the cheque to ensure it is correctly made out and they must code it correctly before passing to the cashier.

4.3 Cheques should be made out to Livewell Southwest except cheques in respect of Charitable Funds which should be made out to Plymouth Hospitals NHS Trust. The Charitable Fund cheques should be sent to the cashiers at Level 7 Derriford Hospital.

- 4.4 Banking should be entered on Oracle before going to the bank. Cheques that are incorrectly coded should be returned to the department for correction.

5. Petty Cash

- 5.1 Petty cash should be restricted to those things where there is no alternative method of payment such as patient's travel and patient's money. It should not be used to pay for goods that should be purchased through e-proc such as stationery. It should not be used for reimbursing staff expenses. These should be claimed on an expenses claim form.
- 5.2 When paying for patient's entertainment etc, consideration should be given to what income benefits the patient is receiving from the State.
- 5.3 All sub float reimbursements must be accompanied by a schedule that is signed by the manager of the department that holds the sub float. This is to confirm that the items on the petty cash reimbursement are correct and that petty cash is the most appropriate way to pay.
- 5.4 Petty cash floats should be balanced weekly.

6. Patient's Money

- 6.1 The amount of cash held by patients should be kept to a minimum.
- 6.2 Patients who are admitted should have any cash recorded on the patient's property record and then any excess cash should be handed to the cashier who will create a patient's money record.
- 6.3 This will be handled on behalf of the patient as necessary. The cashier will get a signature for all cash handed to the patient or member of ward staff, and keep this with the patient's money record.
- 6.4 When the patient is discharged, any balance remaining should be collected by ward staff before the patient leaves.

7. Monitoring Compliance and Effectiveness

It is the responsibility of all petty cash holders to ensure that the float is correct and any discrepancies are reported to the Risk Management team.

All policies are required to be electronically signed by the Lead Director. Proof of the electronic signature is stored in the policies database.

The Lead Director approves this document and any attached appendices. For operational policies this will be the Locality Manager.

The Executive signature is subject to the understanding that the policy owner has followed the organisation process for policy Ratification.

Signed: Director of Finance

Date: 10th May 2016