

Banking and sales

Category:	Finance	Version:	1
Date of Issue:	01-11-08	Contact:	Finance Officer

Purpose

To guide the conduct of sales, collecting and dealing with monies appropriately and to ensure that accurate records are kept.

Policy

1. All sales should be accompanied by a receipt.
2. Where possible, sales should be handled by two people, to minimise the risk of problems occurring.
3. Monies collected should be stored in a secure place (pockets are not ideal).
4. Monies should be banked in a timely manner (note—do not visit the bank in a routine as this can heighten the risk of being robbed).
5. All cheques must be made out to Northey Street City Farm for the bank to accept them.
6. Money is not to be stored in the office overnight.

Procedures

1. EFPOS sales can be made by using the EFPOS facility in the Nursery (for memberships, educational courses etc.). These are best processed at the point of sale, but in the case of membership, as soon as possible after the event.
2. Proof of sale documentation (receipts, list of sales etc.) must be handed in to the Finance Team whenever they are submitting money for banking.
3. Sales should be monitored to ensure an accurate representation of financial transactions is reflected in the team's budget.
4. Counting of cash should always be conducted by two people simultaneously.
5. When banking, please check that the bank has deposited the actual amount as per the deposit book.

