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Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

**FINANCIAL CONTROL PROCEDURE:
CASH & BANKING**

Initiated by: Director of Finance & Procurement

Approved by: Audit Committee

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This policy has been subject to a full equality impact assessment.

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1. INTRODUCTION

1.1 The purpose of this procedure is to ensure all receipting and banking transactions within Cwm Taf [Morgannwg](#) University Health Board (UHB) are:

- Operated within a secure environment;
- Recorded on the correct documentation;
- Deposited in the appropriate bank account;
- Accounted for as revenue or endowment as appropriate;
- Handled in accordance with the UHB's Standing Financial Instructions.

1.2 The ~~Finance Officer – Cash Cashier~~ is responsible for receipting of income within the Finance Department and for controlling the issue of ~~Collection & Deposits (C&D) Sheets~~[Receipt Books](#) to receipting points at hospital sites.

1.3 All Directorates, where facilities for receiving cash exist are responsible for the receipting, banking, coding and security of all income they receive directly. It is also their responsibility to ensure timely submission, *if required*, of the ~~C&D Sheets~~[receipt summary sheet](#) to the Finance Department.

1.4 The Cashier's Office in the Finance Department is responsible for ~~collecting all C&D sheets and~~ ensuring the recording and accounting treatment of all receipted and banked income is accurate and complete.

1.5 Where the term UHB is used this applies equally, unless otherwise specified, to WHSSC.

2. SECURITY

2.1 All premises where cash and cheques are kept must be physically secure. Doors to offices where money is handled must be kept locked. Cash and cheques should be kept in a locked cashbox or safe at all times.

2.2 Access to offices where money is kept should be restricted to authorised personnel.

- 2.3 Transporting money to and from the bank must be undertaken by at least two members of staff or two UHB representatives. On no account shall one individual perform this task.
- 2.4 The issuing of bank paying in books, cheques, and ~~collection and deposit sheets~~ [receipt books](#) shall all be controlled by the Finance ~~Officer - Cashier~~.
- 2.5 Requests for payment to the UHB must state cheques are to be made payable to "Cwm Taf [Morgannwg](#) University Health Board".

3. BANKING ARRANGEMENTS

- 3.1 The Director of Finance shall be responsible for authorising the opening and closing of bank accounts.
- 3.2 A bank account shall be held with the Government Banking Service (GBS) for transactions between government bodies. Both the UHB and WHSSC shall have their own GBS account. A commercial bank account in the name of the UHB shall operate for other transactions subject to Welsh Government guidance.
- 3.3 Charitable funds shall be held in a separate bank account from revenue monies.
- 3.4 The ~~Cash-Treasury Accountant~~ [Manager](#) shall be responsible for the operation of the UHB bank accounts and shall be the main point of contact with the bank.
- 3.5 The ~~Cash-Treasury Accountant~~ [Manager](#) shall maintain a list of authorised signatories for each account.
- 3.6 No individual shall open a bank account using the UHB name without the authority of the Director of Finance.

4. RECEIVING INCOME

- 4.1 The nominated officer at each location shall be responsible for receiving money, recording the income, arranging banking, and forwarding the appropriate documentation to the Finance Department.
- 4.2 Receipting is undertaken at General Offices at each hospital site.

- 4.3 Monies received through the post must be recorded in the post-book. Two officers responsible for opening the mail shall initial the post-book and pass the book and cheques over to the [Finance Officer - Cashier](#).
- 4.4 The [Finance Officer - Cashier](#) will receipt the cheques and record the receipt number in the post book.
- 4.5 Monies from tills shall be counted in a secure location either in a locked room away from the point of sale (e.g. canteen) or in the canteen after closing and with all doors locked.
- 4.6 The Counting Officer shall complete a till takings record sheet recording the cash counted, the till roll total and sign the form. Discrepancies between cash taken and the till roll shall be investigated. Valid reasons for the discrepancy shall be noted on the form. Unexplained discrepancies will be reported to the [Cash-Treasury AccountantManager](#) as a loss of income.
- 4.7 The Counting Officer shall be responsible for depositing the cash together with the record sheet with General Office where upon a receipt will be issued.
- 4.8 Cash from coin machines shall be collected by the Key Holder and one other officer. The two officers shall count the takings at an appropriate secure place and record the amount. Both officers shall sign the form confirming the amount collected.
- 4.9 Monies shall be deposited with General Office immediately after collection. Officers depositing monies shall be issued a receipt.
- 4.10 The frequency of collection shall depend on the values involved and will require the agreement of the [Cash-Treasury AccountantManager](#).
- 4.11 Individuals wanting to pay cash or cheques in person shall be directed to the authorised receipting location where they will be issued a receipt for the money deposited.
- 4.12 Monies paid direct into the UHB Bank accounts shall be receipted by the Cashier's Office within the Finance Department.

5. RECORDING OF INCOME

5.1 ~~Collection and Deposit Sheets~~ [Receipt books and receipt summary sheets](#) used for the receipting of income are obtainable from the Cashier Office in the Finance Department.

5.2 ~~C&D sheets~~ [Receipt Books](#) are in ~~triplicate~~ [duplicate](#) with detachable receipts.

White copy - ~~retained by Collection Officer~~ [to payee](#)

Blue copy - ~~Forwarded to the Cashier's Office,~~
[Finance](#) ~~retained by Collection Officer~~

~~Pink copy~~ - ~~Forwarded to the Cashier's Office,~~ [Finance](#)

5.3 [Each receipt should be recorded on the Receipt summary sheet.](#)

[5.4](#) Individuals who deposit monies in person will be provided with a receipt. For all other income the receipt will be retained unless specifically requested.

5.4 Separate ~~sheets~~ [receipt books and receipt summary sheets](#) shall be maintained for:

- Charitable Funds
- Revenue

5.5 For each entry onto the ~~C&D sheet~~ [receipt book](#) the following information shall be recorded:

- Received from
- Amount received – Cheque
- Amount Received – Cash
- Date
- Receipt Number
- Transaction Detail
- Financial Code

5.6 The ~~C&D~~ [Receipt summary sheet](#) will be used as the source document for input onto the financial ledger. Posting shall take place periodically during the month, but must be completed by midday of day one of the month end timetable.

5.7 Where hospital sites have access to the Oracle finance ledger, input shall be done by the Collecting Officer ~~prior to the forwarding of the relevant C&D sheets to the Cashier's Office,~~ [Finance Department.](#)

- 5.8 For areas without access to the Oracle Finance System the relevant ~~C&D sheets~~ [Receipt summary sheet](#) shall be forwarded to the Cashier's Office, Finance Department.
- 5.9 Incomplete ~~C&Ds~~ [receipt summary sheets](#) on the last day of the month shall be ruled off and closed. Unused lines/~~receipts~~ on the form shall be crossed through ~~and cancelled~~. The ~~C&D receipt summary sheet information~~ shall then be passed for posting onto the ledger.
- 5.10 Spoilt ~~C&Ds~~/receipts shall be returned to the Cashier for recording and destroying.

6. BANKING OF INCOME

- 6.1 Money received shall be banked regularly in accordance with the following rules.

Where practical, banking should be undertaken daily. If banking is not undertaken daily:

- Amounts greater than £50 must be banked within a week of receipt.
- Amounts less than £50 must be banked in the month of receipt.

- 6.2 The Collecting Officer shall complete the bank deposit slips in the paying in book with totals of cheques and cash. The ~~LHB's~~ [UHB's](#) paying in books are printed in triplicate:

- Slip 1 - stamped and retained by bank
- Slip 2 - stamped, attached to ~~C&D sheet~~ [receipt summary sheet](#). ~~and forwarded to Cashier~~
- Slip 3 - retained in paying in book

- 6.3 The amount banked and the date of banking shall be entered onto the ~~C&D sheet~~ [receipt summary sheet](#).

- 6.4 The depositing of banking shall be undertaken by a security firm for the Prince Charles Hospital, Kier Hardie Health Park, Royal Glamorgan Hospital, Ysbyty Cwm Rhondda [Princess of Wales Hospital, Maesteg Hospital](#) and Ysbyty Cwm Cynon sites and by UHB staff at all other sites.

- 6.5 Where the contracted security firm is used, banking shall only be handed over to authorised signatories. Copies of authorised

signatories shall be kept at the locations from which the banking is collected.

- 6.6 A banking form detailing the amount of cheques and cash handed over to the security firm shall be completed for each banking. The Collecting Officer shall obtain a receipt from the security firm officer.
- 6.7 Where UHB staff undertake banking at least two people shall be present. Where possible times and routes should be varied.

7. CHEQUES AND BACS PAYMENT AUTHORISATION

- 7.1 Bank mandates signed by the Chief Executive and Director of Finance detail the authorisation requirements for payments from the UHB's bank accounts
- 7.2 The mandate shall state the officers authorised to sign and the limits applicable to a single signatory and when two signatories are required.
- 7.3 The ~~Cash-Treasury Accountant~~ ~~Manager~~ shall keep the mandate up to date with changes requiring approval of ~~the Chief Executive and the Director of Finance~~ two signatories from the Bank Mandate.
- 7.4 BACS limits for weekly payroll, monthly payroll and weekly creditor runs will be agreed and set with the UHB's ~~commercial~~ GBS bank. The ~~Cash-Treasury Accountant~~ ~~Manager~~ will monitor the limits to ensure they remain adequate. Changes to the limits shall be authorised by the Head of Corporate Finance or the Finance Manager ~~-Head of~~ Financial Accounts.
- 7.5 The Accounts Payable Manager (Shared Services) shall be responsible for preparing the ~~weekly~~ daily creditor payment BACS run, weekly foreign/urgent payment run (paid by Fasterfaster payment from the GBS bank account and known as WIRE payments) and the ~~daily~~ weekly creditor payment cheque run.
- 7.6 The Payroll Manager (Shared Services) shall be responsible for preparing the weekly and monthly payroll runs.
- 7.7 The Finance Officer ~~- Cashier~~ shall be responsible for preparing urgent cheques.

7.8 The originator of the BACS run or cheque run shall be responsible for ensuring the transaction is posted to the general ledger.

8. CASHBOOK AND BANK RECONCILIATION

8.1 The ~~Cash—Treasury Accountant~~~~Manager~~ will maintain Cashbooks recording all transactions related to the bank accounts.

8.2 The ~~Cash—Treasury Accountant~~~~Manager~~ will access the ~~UHB's Health Board~~ bank accounts on a daily basis.

8.3 The amounts shown on the bank statements will be reconciled daily with the information given on the ~~C&D~~~~receipt summary~~ sheets, the bank paying in slips and the BACS reports.

8.4 In the case of there being a discrepancy the ~~Cash—Treasury Accountant~~~~Manager~~ will contact the Relationship Manager at the Bank. Any unresolved discrepancies should be discussed with the Local Counter Fraud Specialist.

8.5 At the end of the month the ~~Cash—Treasury Accountant~~~~Manager~~ will reconcile the cashbook to the general ledger to ensure all amounts relating to the current period have been posted correctly.

8.6 The reconciliation shall be reviewed and signed off by the Financial Accountant or ~~Finance Manager - Head of~~ Financial Accounts.

9. EQUALITY IMPACT ASSESSMENT

9.1 Following assessment, this policy is not felt to be discriminatory or detrimental in any way with regard to the following equality strands: Gender; Race; Disability; Age; Sexual Orientation; Religion or Belief; Welsh Language or Human Rights.

10. SUMMARY OF KEY RESPONSIBILITIES

| Para. | Control item | Responsible Officer |
|--------------|--|---|
| 2.4 | Issue of bank paying in books, cheques and C&D sheets receipt books | Finance Officer - Cashier |
| 3.1 | Opening and closing bank accounts | Director of Finance |
| 3.4 | Operation of all UHB bank accounts | Cash Treasury Accountant Manager , Finance |
| 3.5,7.3 | Maintain list of signatories and bank mandate | Cash Treasury Accountant Manager , Finance |
| 4.1,4.2 | Receiving and recording monies, receipting, arranging banking and forwarding documentation | Nominated officers within general offices |
| 4.6,4.7 | Complete till takings records and depositing cash within General Office | Nominated counting officers |
| 4.8,4.9 | Collection of cash from coin machines and depositing cash with General Office | Nominated key holders |
| 4.12 | Receipting of monies paid directly into bank account | Finance Officer - Cashier |
| 5.7,5.8 | Input of receipts into General Ledger | General Offices/Finance Officer - Cashier |
| 5.10 | Recording and destroying spoilt C&Ds/receipts | Finance Officer - Cashier |
| 6.2 | Completion of bank deposit slips | General Offices/Finance Officer - Cashier |
| 6.4,6.5 | Banking of cash/cheques | General Offices/Finance Officer - Cashier with use of authorised security firm for certain sites. |
| 7.1 | Authorisation of bank mandates | 2 signatories from existing mandate |
| 7.4 | Authorise changes to BACS limits | Head of Corporate Finance/ Finance Manager - Head of Financial Accounts |
| 7.5 | Preparation of creditors BACS, WIRE and cheque run | Accounts Payable Manager (NWSSP) |
| 7.6 | Preparation of weekly and monthly payroll runs | Payroll Manager (NWSSP) |
| 7.7 | Preparation of urgent cheques | Finance Officer - Cashier |

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|-----|------------------------------------|--|
| 8.1 | Maintain cash book | Cash Treasury Accountant Manager , Finance |
| 8.5 | Reconcile cash book to Ledger | Treasury Cash Accountant Manager , Finance |
| 8.6 | Review and sign off reconciliation | Financial Accountant/ Finance Manager - Head of Financial Accounts |