


Cash Handling Policy/Procedure		
Security Classification	OFFICIAL	
Disclosable under Freedom of Information Act 2000	Yes	

POLICY TITLE	Cash Handling (Finance)
REFERENCE NUMBER	WMP 212
Version	1.1

POLICY OWNERSHIP	
DIRECTORATE	COMMERCIAL SERVICES
BUSINESS AREA	FINANCE

INITIAL IMPLEMENTATION DATE	May 2017
LATEST REVIEW DATE	August 2023
NEXT REVIEW DATE:	August 2025
RISK RATING	MEDIUM
EQUALITY ANALYSIS	LOW

West Mercia Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy.
Please e-mail policiesandprocedures@westmercia.police.uk

1.0 POLICY OUTLINE

The policy has been devised to ensure that robust arrangements are in place for handling cash.

Cash transactions are cumbersome, time consuming and costly to handle and process, therefore the need to use cash should be kept to a minimum. Where this is unavoidable, procedures should be followed to reduce the risk of loss.

All staff and officers involved in the process of handling cash are responsible for the safe keeping and prompt banking of cash collected in their area or department.

Cash should never be left unattended unless adequately secured.

Access to safes and safe keys should be restricted and controlled.

All cash should be receipted, secured and banked as soon as possible. Cash needs to be stored securely and in line with insurance limits prior to banking.

Cash income should never be used to directly fund force expenditure, to substitute for petty cash or make advances to individuals.

Cash income must be kept separate from private money or unofficial funds (such as tea funds or collections for colleagues) at all times and must never be used for private purposes, including encashment of personal cheques.

Under no circumstances should income unrelated to Force transactions be receipted or banked into Force bank accounts.

2.0 PURPOSE OF POLICY

This policy is written to protect income, prevent fraud, protect staff and officers and to ensure prompt banking and accurate and timely accounting of income to comply with Financial Regulations.

3.0 IMPLICATIONS of the POLICY

The policy ensures that we minimise cash transactions. However, where handling cash is unavoidable, it minimises risk of fraud and safeguards staff and officers to reduce the opportunity of loss or misappropriation of funds.

The term 'officer' applies to both officers and staff.

Failure to comply with policy may lead to disciplinary proceedings, including dismissal where appropriate.

Financial Regulation No.5.2 covers banking arrangements and imprest / petty cash transactions.

IT IS ESSENTIAL THAT ALL STAFF RESPONSIBLE FOR CASH ARE FULLY AWARE OF THE CONTENTS OF THIS INSTRUCTION AND ARE BRIEFED ON ITS CONTENT AS PART OF THE INDUCTION PROCESS. A SIGNATURE IS REQUIRED TO ACKNOWLEDGE RECEIPT AND UNDERSTANDING.

PLEASE READ IT THOROUGHLY NOW, KEEP IT SECURE AND AVAILABLE FOR FUTURE REFERENCE AND FOLLOW THE GUIDELINES CAREFULLY AND CONTINUOUSLY.

For further guidance on the treatment of Seized Cash, please see the Seized Cash Policy.

4.0 PROCEDURE

In order to minimise cash transactions other forms of non-cash payment should be encouraged.

Please see the flow chart in section 9 for guidance on handling cash.

Many of the instructions contained in this procedure are taken from conditions laid down by the Force's insurance company under the Money Policy. For this purpose in particular and when considering security generally, cash includes postage stamps, open (uncrossed) cheques and postal orders.

Money in transit

Where possible, all cash should be transported by our approved supplier. Staff should no longer routinely move cash themselves unless under exceptional circumstances.

Our Insurance requires that where the value of money in transit exceeds £2,500 it must be accompanied as follows:

- a) over GBP 2,500 and up to GBP 5,000 - at least two (2) able bodied adults;
- b) over GBP 5,000 and up to GBP 10,000 - at least three (3) able bodied adults;
- c) over GBP 10,000 and up to GBP 15,000 - at least four (4) able bodied adults;
- d) over GBP 15,000 - by a professional security company.

Insurance cover is invalidated if these conditions are not met.

Safes

Every effort should be made to keep the cash held to a minimum, particularly overnight. Amounts of insurance cover may be varied from time to time for a given safe as directed by the insurers.

A list of current safe limits is included at the end of this document.

UNDER NO CIRCUMSTANCES SHOULD LIMITS BE EXCEEDED OVERNIGHT

If limits are likely to be exceeded Legal Services should be contacted by email on insurance.hq@westmercia.police.uk or by phone on ext: 7773269 to arrange a temporary uplift to the safe limit. Safe limits can also be increased temporarily to accommodate large cash seizures.

If a safe is to be moved, or a new safe is to be installed, Legal Services must be consulted to ensure that the specifications and location of the new safe are sufficient to meet the needs of the insurance company.

The Insurance limits depend on the safe's location and specification so it is imperative these details remain correct or the Force's insurance may be invalidated.

Offices where cash is stored

- Alarm systems should be considered where risks are high.
- **Do not** leave cash, cash boxes and keys in unattended desks at any time, nor in unlocked drawers or on general view to any other persons.
- Admittance to the cash office should be limited during periods when banking is being completed and the room should be securely locked when unoccupied.

Loss of cash

Should a loss of cash occur as a result of burglary or hold-up, a senior officer should be contacted immediately. Avoid contaminating the scene, and do not try to determine the extent of the loss by handling drawers or cash containers.

In the case of loss or suspected losses due to possible irregularities or fraud, the Head of Finance and Director of Commercial Services **must** be contacted immediately, who will report the matter to the Chief Constable and Treasurer as per Financial Regulations. Internal Audit will normally be requested to undertake a review of controls and work in conjunction with the Professional Standards Department. They will take appropriate action confidentially throughout, will report as necessary and liaise with chief officers and others concerned. Further action will be taken after full consultation.

In the event of loss, Legal Services should be contacted immediately by email to insurance.hq@westmercia.police.uk or by phone on ext: 7773269 to allow a claim for to be completed. The Head of Finance should also be notified by email as soon as possible.

Unofficial Funds

Unofficial Funds are funds which are not directly linked to the Force's everyday business.

Unofficial fund arrangements should only be entered into where there is a close relationship to the day to day business. Thought should be given to the value of entering into these arrangements compared against the responsibility and risk doing so creates and the cost of administering what may be relatively small amounts of money.

A private fund shall only be established with the approval of an appropriate senior officer of the rank of Superintendent or Police staff equivalent. Once approval has been granted, the details of the fund should be emailed to the Financial Accounting team to be added to the register.

Private funds must be audited each year by independent auditors. Copies of audited accounts must be sent to the appropriate officer and thereafter to the Head of Finance.

Insurance cover is provided for West Mercia Police Funds only, such cover does not extend to unofficial funds. The officer responsible for the fund is recommended to consider obtaining separate insurance cover if required.

Under no circumstances should income unrelated to Force transactions be receipted or banked into Force bank accounts. If non-Force funds are received and it is not known what to do with them, contact the Financial Accounting Team for advice. The monies must not be banked or entered onto a cash sheet as this prevents the other items on the same cash sheet from being banked and can be time-consuming and difficult to rectify.

5.0 CONSULTATION

<i>Chief Officer/Business Lead Consulted</i>	<i>Date Authorisation Received</i>
Heather Costello, Director of Finance	14/03/17
Jeff Carruthers, Head of Accounting and Financial Services	02/03/17
Richard Elkin, Director of Enabling Services	31/03/17
Rachel Hartland-Lane, Head of Business Support	04/04/17
Federation	19/04/2017
Unison	19/04/2017
Legal Services	19/04/2017 and 20/07/2023

Risk Management	19/04/2017
Health and Safety	19/04/2017
Equality and Diversity	19/04/2017
Business Support	20/07/2023

<i>Business Lead/ Chief Officer Consulted</i>	<i>Date Consulted</i>
Rachel Adie, Head of Finance	July 2023

6.0 ASSESSMENT AND ANALYSIS

This policy has been subject of an Equality Analysis available on a separate document.

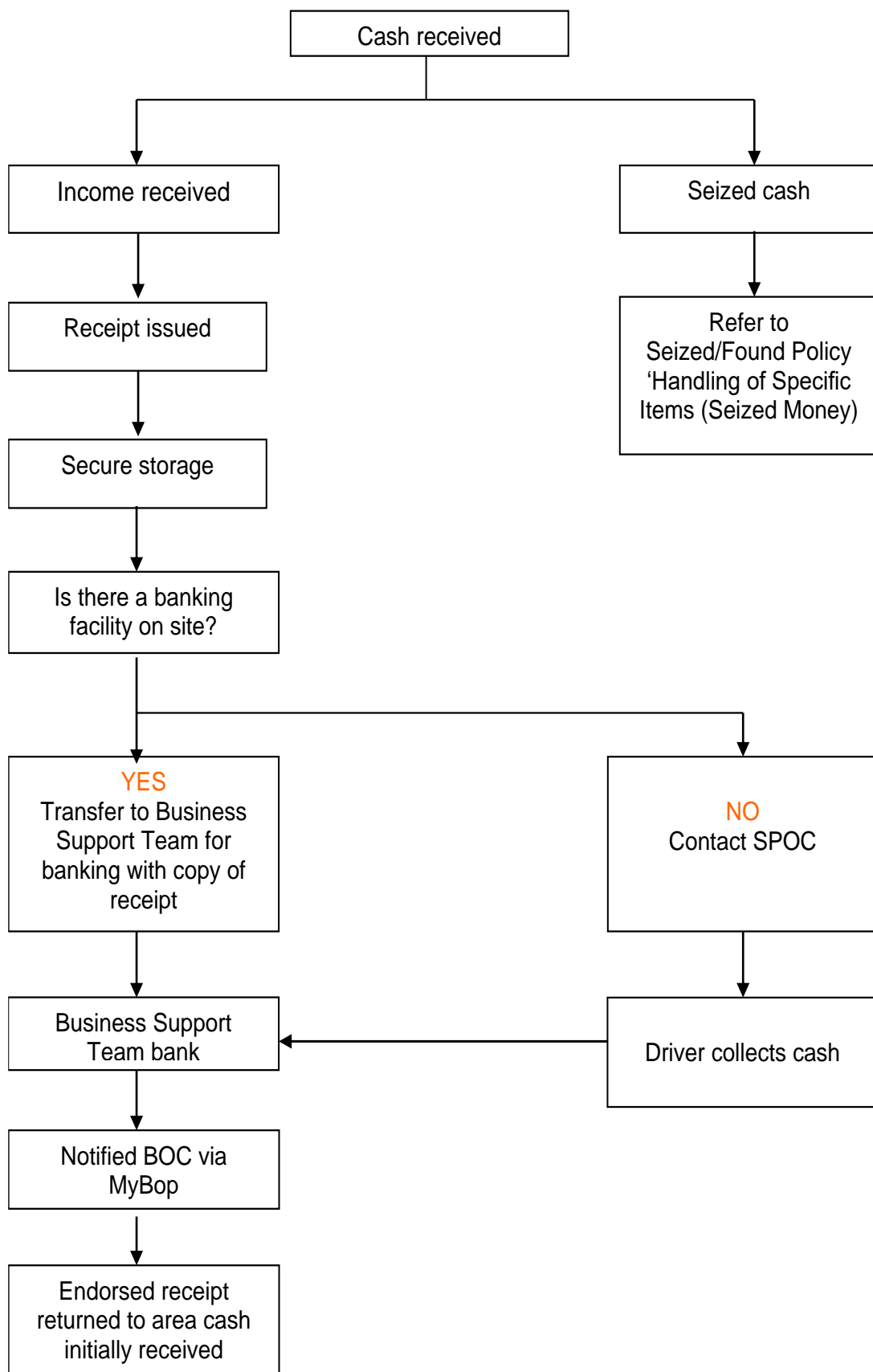
7.0 MONITORING / EVALUATION

The Monitoring and review of this procedure is the responsibility of the procedure owner.

8.0 DOCUMENT HISTORY

Date	Author / Reviewer	Amendment(s) & Rationale	Date approval / adoption
		Previously approved at JNCC procedure no. A068	JNCC 10/05/2017
July 2023	Jamie Barker	Removal of Warwickshire text - Minor wording changes v1.0	17/01/2020
July 2023	Pippa Wilkinson	Added section regarding not banking no force monies and updated insurance limits. Merged Unofficial funds policy into this one. v1.1	Sep 2023

9.0 PROCEDURE



Appendix 1

Money Limits

