

ALCESTER TOWN COUNCIL
CASH AND CHEQUE HANDLING PROCEDURE

1. The Town Council has a current account with Lloyds Bank.
2. Most transactions are carried out by internet banking and there are very few cheques and cash payments.
3. Cash and cheques may however be received in respect of:
 - a. allotment rental payments
 - b. burial or memorial fees
 - c. EPCC hire fees
 - d. payments received for health and wellbeing events; or
 - e. donations from individuals and groups.
4. All cash and cheques received will be paid into Lloyds Bank at soon as possible. This may be done via the Banking Hub or the Lloyds Bank app.
5. If banking is not possible on the day of receipt, the cash or cheques will be stored in the cash box in the office.
6. If cash of over £100 is received and cannot immediately be banked, it will be handed to the Town Clerk to be put in the office safe.
7. All cash and cheques received will be recorded as receipts within the Rialtas Omega accounting software under the appropriate cost code.
8. A petty cash system is not used by the Council.

Approved at Finance and General Purposes Committee – 28th July 2026