

TCP banking and cashing up policy

The aim of this policy is to ensure transparency and allow the finance collective to produce accurate accounts. To meet these aims we must have a record of all expenditure and income.

Expenditure:

Most of our outgoings are to known sources. These are detailed below with payment methods.

- Beer from Sam Smiths – paid by direct debit
- Beer etc from Bookers – currently paid by cash or card but we are trying to get an account (**please see note below about cash payments**)
- Food from Lembas – paid by cheque
- Rent, Utility bills, Rates, recycling – paid by cheque
- Waste collection – paid by direct debit
- Wine and spirits from Vinceremos – paid by cheque

We recognise that other purchases will be paid, e.g. vegetables from the market, a new lock. Purchases of more than £50 need to go to a Thursday meeting.

Before placing Lembas, Sam Smiths or Vinceremos orders please check cashflow with finance collective.

Cash payments: We want to minimise these but there will always be situations when they are necessary. If you buy something either from your own money and then take back from the takings or take out of uncashed takings **YOU MUST DOCUMENT IT IN THE BLACK BOOK (including where money came from – e.g. bar) AND PUT A RECEIPT IN THE FOLDER (or for small purchases from the market at least a note e.g. £12.51 spent on veg).**

Incomings:

We all need to stay up to date with how to cash up and make sure it is done at the end of any event. The procedure is detailed below. We have tried to keep it simple so we are only asking for the notes to be counted and deposited in the safe in the envelope with both the envelope and black book completed with breakdown of where money was from. Leave change in the appropriate plastic tub – this makes banking easy, doesn't overfill the safe and ensures we have change.

Currently there are only 3 people who know the code to the safe and one person doing regular weekly banking with the other two able to do it if the regular can't. Banking procedure is detailed below.

How To Cash Up

- Count up notes from Bar, Café, Door, Membership and/or PA (leave a couple of fivers in bar tub)
- Put in envelope and complete label to record how much was from each category, event and your name
- Complete Black book to document event and how much was from each category and total taken
- Put coins in Bar, Café, Door, Membership and/or PA plastic tubs, and a couple of five pound notes unless there are already some in there.
- Seal envelope and deposit in safe box

How To Bank Cash

- Check amount in envelope matches label and black book (let finance collective know if doesn't)
- Add up totals per category – i.e. all bar takings, all café takings etc...
- Document total banked and how much from each category in black book
- Take money to bank with completed paying in slip