

## Cash Floats & Event Takings policy

### Introduction

This policy sets out the principles for cash floats & event takings within St James and St John PTFA.

It is relevant to all within the association and is endorsed by the committee of St James and St John PTFA.

It will be reviewed every year to ensure that it remains appropriate to the Organisation and its volunteers needs.

### Cash Floats and Event Takings

Organising and managing the cash floats for an event is very labour intensive, so remember:

- try and make every float the same where possible
- have simple £1 or 50p charges per stall or activity, making cash handling easier;
- keep a copy of how you break down your floats so that you don't have to calculate the amounts at every event;
- deliver the floats to each activity as close as possible to the start of the event;
- record the amount given to each activity and let everyone know how much they've got to start off with;
- if you're expected to analyse takings, stress to everyone that they must keep their float, and takings separate from those for other stalls;
- cash must never be left unattended;
- collect excess cash during an event, recording it in a book. The Treasurer and stall holder should both sign the book to agree the amount;
- when counting takings have at least two people present, one of which should be a committee member. Alternate these people regularly or events where takings expected to excess £250;
- the cash should be counted prior to leaving an event, and a record should be kept of how much was counted (for events where takings expected to excess £250);
- tell the person with the float to return the takings directly to the Treasurer and not to give them to anyone else. Have a list to tick off as you collect the takings;
- remove the takings to a safe place immediately after the event, preferably a safe;
- our insurance policy has a £1,000 limit for cash cover in a private house. If you have more than the £1,000 in cash at the end of an event, the total takings should be divided between the committee members, and a record kept of each amount allocated and the address it will be kept at;

- a person should be accompanied at all times when in possession of large amounts of cash (more than £1,000).
- Banking event takings:
- Money should be banked as soon as possible but no later than 10 days after the event.
- Smaller amounts (under £250) can be retained for use as floats if needed for events in the near future.

NOTE: Parentkind says - Money should be banked straight away or be put in the school safe with the money banked on the next working day – not practical due to location of banks and work commitments.

This policy will be reviewed annually by the St James and St John PTFA committee prior to the AGM.