

DATED

December 2020

CASH HANDLING POLICY

Wycombe Islamic Mission and Mosque Trust Limited (WIMMT)



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1. **Purpose**

- 1.1 It is WIMMT's policy to ensure worldwide consistency in the area of cash and banking. This includes payments from individuals, customers and other corporate bodies. The Board of Trustees must agree at a board meeting to establish any banking or financial institutional relationships.
- 1.2 The Treasurer shall be responsible for controlling the opening, closing, and maintenance of all WIMMT bank accounts. Compliance with the following procedures mitigates undue risk and reduces bank-related expenses.

2. **Bank Authority**

- 2.1 The Trustees shall hold Bank authorities for all bank accounts controlled by WIMMT. Each bank account will have at least three bank signatories with at least two signatures required to releases funds from the bank.

3. **Bank Reconciliations**

- 3.1 It is WIMMT's policy to take adequate steps to ensure the accuracy of the bank balances shown in the general ledger.
- 3.2 Monthly data from the incoming resources and disbursements shall be compared with the details reported on bank statements and any discrepancies reconciled.

4. **Bank accounts**

- 4.1 Bank accounts must be appropriately authorised and reviewed.
- 4.2 Accounts are held with banks that are regulated to international Financial/Banking standards by reputable and recognised regulatory bodies.
- 4.3 At least annually, the Treasurer reviews and reports on the status of all bank accounts to determine that a reason still exists for the continuation of the account. If it is determined that no reason exists for keeping an account open, then the account must be closed.
- 4.4 Bank accounts are controlled by at least three signatories representing senior employees and Trustees and at least two signatories are required to release payments from bank.
- 4.5 Appropriate BACS controls such as authorisation limits for payments exist over bank and cash to force authorisation as per approved bank signatories list.

5. Petty Cash

- 5.1 It is WIMMT's policy to keep a petty cash fund of up to £200 at the main office to be used for minor operational expenses.
- 5.2 The petty cash fund must be maintained as cash in hand. If the trustees agree that there is a high risk associated with this, then the petty cash fund may operate through a local bank account.
- 5.3 The trustees shall maintain a written record of the petty cash fund, and must approve the names of those persons assigned petty cash responsibilities.
- 5.4 Cash income and expenditure must be recorded and accounted for gross under the relevant accounting heading and must not be netted off in any circumstances.
- 5.5 All petty cash payments must be made against third party receipts.
- 5.6 A lost receipt form is completed for lost receipts. This form shall be approved by a senior manager before payment is made.
- 5.7 Weekly reconciliations are carried out of the imprest account and independently reviewed by the Treasurer.

6. Loans and Overdraft

- 6.1 The bank mandates do not allow overdraft facility or overdraft facility is not used as a matter of policy.
- 6.2 Loans are not taken as a matter of policy except for those approved by WIMMT trustees as part of a suitably prepared plan and to meet charitable objectives.

7. Security

- 7.1 Physical security exists over cash and cheques secured in the office.
- 7.2 Bank statements, cheques books and paying in keeps are held centrally by head office with the Treasurer.

8. Cash Advances

- 8.1 All cash advances must be issued against a standard cash advance form that makes the following clear:

- 8.1.1 Numerical sequence
 - 8.1.2 Date and signatures of individual taking the advance
 - 8.1.3 Purpose of advance
 - 8.1.4 Intended spend headings with amounts
 - 8.1.5 Director / CEO or Trustee approval
- 8.2 All cash advance forms are held by the Finance department and provide an audit trail to the accounting record.
- 8.3 Regular reconciliations must be carried out and independently reviewed.

Policy Review

Last review date: December 2020

Next scheduled review date: December 2021

JOHNS & SAGGAR LLP