

HAWARDEN COMMUNITY COUNCIL

FINANCE COMMITTEE

10 JULY 2017

POLICY FOR DEALING WITH INCOME

- Invoices should be raised by Administrative Staff
- Cash received must be receipted using Council's official receipt book.
(Cheques received need not be receipted)
- Cash and Cheques should be paid into Bank Premier Interest Account within 24 hours of receipt.
- Bank paying-in book should record receipt No., in case of cash, name of person/organisation from which received, reason for payment and amount.
- Receipt of payment should be recorded by Clerk & Financial Officer.