



## **HAWARDEN COMMUNITY COUNCIL**

**2025-26**

### **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 on day received, or as soon as is practicable.
- 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.
- BACS payments should be reconciled with RBS financial accounting system and bank reconciliations.