

Urgent Care 24

5. Cheque writing and signing/Cash Handling – Appendices (ii)

Signatories will only be drawn from Directors of the Organisation. All cheques over £5000 require two signatures, one being the Director of Finance and the other the Chief Executive. Cheque signatories should check that the expenditure has been authorised by the appropriate person before signing the cheque.

Signatories will not sign cheques which are payable to themselves, or blank cheques. Cheques should be filled in completely (with payee, amount in words and figures, and date) before cheques are signed.

The day-to-day limit on encashment of cheques is £200. However, where a larger cash float is required, this may be approved by the Director of finance.

Petty cash will be topped up on the 'imprest' system, where the amount spent is reimbursed. It is intended for small items, up to £50. Anything over this should be paid by cheque where possible. The imprest has a balance limit of £200. The petty cash balance will be reconciled when re-sorting the imprest balance, monthly.

Petty cash will be kept in locked cabinets wherever possible for security. All expenses should be claimed via completion of a petty cash claims form, this included mileage claims. (sample form attached).