



Directors: Ben Fitzgerald and Rosie Frost

KINDCODY POLICY - CASH HOLDING (UK)

Revised: 10 APRIL 2021

Policy

1. Whilst in the office, all cash must be held in the locked safe provided;
2. The level of cash holding in the safe or personally must not exceed the limits stipulated by the Office Insurance;
3. Where cash has been allocated for a specific purpose, it must be enveloped and annotated accordingly and kept in the safe until required;
4. Whilst in the office and travelling, all cash handling must be done discretely;
5. Any cash being given to an employee, in accordance with the expense claim procedure, must first be counted by a senior member of staff or the accountant, or by such person as a senior member of staff may designate from time to time;
6. The recipient must count the cash and sign an appropriate receipt;
7. Where advance funding of expenses has been provided, in accordance with the expense claim policy, a report with vouchers (as appropriate) and reconciliation must be provided and the excess cash returned within 2 working days of the end of the mission;
8. Petty cash expenditure, for small ad-hoc items, is under the control of the Bookkeeper. Any expenditure must be immediately recorded on a uniquely but consecutively numbered voucher accompanied by a



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suitable receipt wherever possible; these vouchers must then be collated onto a monthly spreadsheet for incorporating into the management account;

9. The cash holding at the month end must be reconciled to the expected cash balance (i.e. balance at beginning of month less expenditure (petty cash vouchers plus expense claims) plus cash drawn from the bank. Any unidentifiable differences must be immediately notified to the Director who will authorise the appropriate action to be taken;
10. This reconciliation must be signed and dated by the preparer and then counter-signed by either a senior member of staff or the accountant;
11. Cash cannot be exchanged for personal cheques; Business cheques cannot be exchanged for personal cash;
12. Cash can only be withdrawn from the bank with the express approval of the Director, a member of the KINDCODY management team.

Entry into Force

13. This policy is effective immediately.

Chris Frost, Chief Operating Officer