

EDINBURGH NAPIER UNIVERSITY

Receipt of Monies and Banking Policy

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1. Introduction

This document details the terms and conditions under which monies received into Edinburgh Napier University will be managed and banked. It documents the processes that need to be followed by staff within the University who handle money in their normal working day. The document contains information on;

- When and how staff are to record income
- Disbursement of Petty Cash
- Floats
- Change orders
- The timeframes for paperwork to be sent to Finance

2. Purpose of Policy

The aim of this policy is to ensure that any monies taken within the various sections and outlets within the University record and bank monies in a timely manner in line with institution policies and procedures.

It is essential that staff within all areas of the University are aware of the importance of clear and concise recording and banking of income and fully co-operate with the Cash Services section of Treasury and Transactions who manage the administration process.

The Cash Services team will provide assistance and advice to the University on matters relating to all cash & banking matters.

3. Petty Cash- Out of pocket expenses less than £25.00

Petty cash payments are used to reimburse individuals who have incurred small items of expenditure. The maximum disbursement from petty cash is **£25.00**.

Staff claiming petty cash must complete a Funds Requisition form ([FIN5](#)) which must be signed by 2 authorised signatories and must include original VAT receipts for each item purchased.

The form must be returned to the Finance office (6.B.32). Cash Services will require a days notice before the claimant can receive the cash.

The claimant must sign upon receipt of cash.

4. Out of Pocket expenses greater than £25.00

Reimbursement of out of pocket expenses greater than £25 will be made directly to bank accounts. Staff must complete a Funds Requisition form ([FIN5](#)) (GBP).

The FIN5 form must be fully completed, accompanied by original receipts and must be signed by 2 authorised signatories and sent to the Accounts Payable section based at Sighthill campus room 6.B.32 before a claim will be processed. Any claims which do not have original VAT receipts attached will not be processed and will be returned to the claimant.

Payment will be paid directly into claimant's bank account using the details provided on the FIN5 form. It is the claimant's responsibility to ensure that all details on the form are correct and legible any eligible forms or forms which have missing information will be returned to claimant.

Further details regarding travel & expenses can be found in the Travel & Expenses Policy.

5. Floats

Several university outlets (e.g. catering, libraries) retain floats for their tills. The float levels must be reconciled and accounted for at the end of each financial year.

Floats for any other purpose are not permitted.

6. Change Orders

Outlet change orders are ordered from Security Plus on a weekly basis.

Change orders must be emailed to Security Plus and copied to Cash Services (cashservices@napier.ac.uk) by 11.00am on Monday morning for a cash delivery on Wednesday.

The email to Security Plus must include –

- the breakdown of coinage required,
- Site ID as below –

Merchiston	Napi100001
Craiglockhart	Napi100006
Sighthill	Napi100016

You should receive confirmation of your e-mail from Security Plus by 10am on Tuesday morning and if no confirmation has been received by this time, contact the Security Plus cash team.

A contact sheet has been issued but a copy can be obtained by contacting Cash Services.

7. Recording of Monies Received

Standardised Cash & Card recording sheets Banking spreadsheets (see example at appendix 1) have been formulated for completion by each outlet that handle money within the institution..

They should be completed on a daily/weekly basis (depending on volume of transactions as agreed with Cash Services).

All paperwork needs to be authorised and emailed to Cash Services at cashservices@napier.ac.uk in the first instance.

Upon receipt of income sheets Cash Services will check paperwork and contact outlet with any queries or missing data.

Cash Services team will post the income into Aggresso using the nominal codes provided on the paperwork.

8. Receipt of monies

Daily takings must be cashed up at the close of business each day and the recording sheets completed (see example 1 below)

All paperwork needs to be checked and signed by both the person doing the banking and the supervisor doing the checking.

Cash Collections are done by Security Plus either weekly, bi weekly or thrice weekly depending on outlet and campus. (Please contact Cash Services for a collection schedule if required).

Please see appendix 2 for cash and banking procedure.

Banking must be available for collection on time.

9. Instructions for banking cash

Count all cash and complete bank giro credit pay-in slip (see example below)
Security plus bag number should be noted on both tear off part and counterfoil

Put all money in Security Plus bag (notes should be in rubber band or paper clip and coins should be in a bag or bags) BGC pay-in slip should be put in the bag with cash (counterfoil should be kept for reference).

Total value of cash should be written on Security plus bag and bag should then be sealed ready for collection.

Each bag should have a site I.D. label attached which Security Plus will scan on collection and issue a receipt (each site has a different label so make sure correct label attached).

A 'z' reading and daily banking should be done at the end of each day for each credit card machine and these should be secured in a sealed wallet along with the merchant copies. Wallets should be handed in at the Usher Hall box office for safekeeping or to our Security office on Campus.

Each day after banking has been completed please e-mail cashservice@napier.ac.uk with bank giro credit numbers and amount banked.

Cash Services also need a breakdown of where the money should be coded.

Please include in the e-mail the seal number for that day's credit card wallet, the total taken for each merchant number and where this should be coded.

Any questions please call cash services on 0131 455 6005/6343/6240.

Appendix 1- Example of Cash & Card Sheet



Department Name

Campus	
Department	
Week Ending	
Month	
Terminal number	
Security Tag Number	

School / Professional Service	Type of Income	Ir

Bank Bag No:	
Bank Giro Credit No	
Signed By	
Date	

Appendix 2 example of pay in slip

Date 13/06/13 bank giro credit

to be written by the party making the credit. Subject to verification of items other than cash. 500-0425-4234-1

RBS
The Royal Bank of Scotland

Account Number 00230250

Edinburgh Bruntisfield GRADUATION

Credit EDINBURGH NAPIER UNIVERSITY

Paid in by Ann Drysdale

Sort Code 83-18-25 Account Number 00230250

Trans. Code 77 £ 141.30

Please do not write or mark below this line

Notes £50 and over	
£20 Notes	40.00
£10 Notes	60.00
£5 Notes	20.00
£1 Notes	5.00
£2 Coin / £1 Coin	10.00
50p Coin	2.50
Other Silver	3.10
Other Bronze	0.70
Total Cash	141.30
Cheques, etc	-

£ 141 30

077797 "077797" 83 18 25 00230250 77