

## **Loughborough Carillon Tower & War Memorial Museum**

### **Managing Monies**

During the course of their duties, staff and volunteers may be asked or required to collect money, for whatever reason, from members of the public. In order to protect the integrity of the staff, volunteers and the museum all such monies must be properly accounted for, and this document details the procedures that must be adopted in all such cases.

**1. Shop sales:** The museum attendant and the Charnwood Museum Supervisor are responsible for the money from shop sales. They will have in place their own policies and procedures. All sales are recorded on a sheet provided by Charnwood Museum, sales of individual items and the price paid should be entered clearly. This sheet should be retained by Charnwood Museum in accordance with their policy and made available to the museum volunteer who has responsibility for re-ordering the shop stock.

At regular intervals, as agreed with the Charnwood Museum Supervisor, the monies from the shop sales will be paid directly into our bank account and provide a list of shop sales to the person responsible for controlling the shop stock.

**2. Donation boxes:** A nominated person and a witness will empty the donation boxes at regular agreed intervals. The nominated person and the witness will record the totals on the 'Cash Paying-in Slip,' which will be signed by them both. After completing Petty Cash/To Bank details on the slip the nominated person will bank the money at the earliest opportunity recording the amount and source of the money on the cheque receipt.

The Cash Paying-in Slips will be passed to the Treasurer who will verify that the sum on the cash slip matches the sum on the bank statement. All the paperwork will be retained for audit.

**3. Out of hours sales:** Occasionally, during out of hours' visits, some sales are made and cash taken by a volunteer. Volunteers do not have access to the till so items sold and cash taken should be recorded and the information and the cash placed in the ground floor 'Donation Box'. When the contents of the box are banked the money is allocated 'Donations' or 'Retail Sales' to allow the treasurer to correctly record the incomings.

**Attached is an example of a completed Paying-in Slip**

**Handling Monies: Example of completed slip.**

Loughborough Carillon Museum

Cash Paying-in Slip

Monies from the donations Boxes/Shops Sales

*Ground Floor Donation Box*

Date: *2/11/16*      Emptied by: *J Smith*      Witnessed by:  
 Print: *J Smith*      Print: *T Jones*  
 Sign: *Jim Smith*      Sign: *Tom Jones*

Cash Counted

Denomination	Amount	
£20.00	<i>20.00</i>	To Petty Cash:
£10.00	<i>-----</i>	<i>£2.30</i>
£5.00	<i>-----</i>	To Bank:
£2.00	<i>6.00</i>	<i>£40.00</i>
£1.00	<i>12.00</i>	Banked by:
50p	<i>1.50</i>	<i>J. Smith</i>
20p	<i>80</i>	Date <i>3/11/16</i>
10p	<i>1.20</i>	Pay in slip attached;
5p	<i>60</i>	Yes/ No
2p	<i>8</i>	
1p	<i>12</i>	
Total	<i>42.30</i>	

Comment:

*Donations £38.10*

*Shop Sales £4.20*