

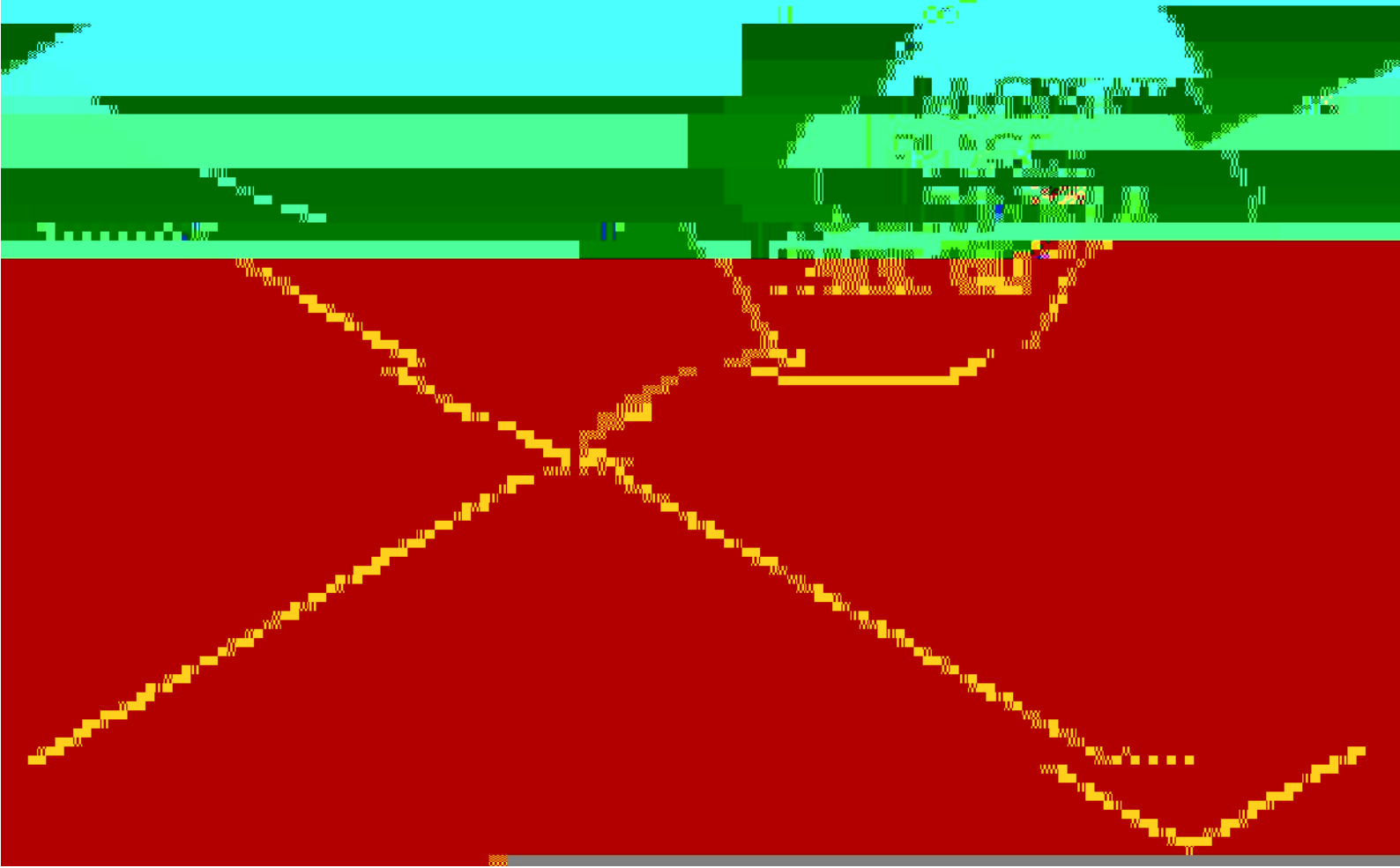
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17<sup>th</sup> April 2027

Link: Mr S Robertson





- 3.3. All members of Finance staff are responsible for the effective operation of the Policy and Procedures.
- 3.4. All staff are responsible for the day to day implementation and monitoring of this policy.
- 3.5. Any breach of these regulations will be treated as a serious disciplinary offence.

4.

#### 4.3. Expenditure relating to collected monies

In the majority of circumstances, all related expenditure should be incurred through proper use of the Trust's purchasing procedures. The Trust's cash handling is flexible provided that sufficient notice is given, and where the use of a purchase order/invoice process is not appropriate, money can be 'disbursed' in a number of other ways, including:

##### 4.3.1. Cash/cheques

- 4.3.1.1. Physical cash collected should not be used to purchase goods and services unless:
- 4.3.1.2. There is prior written arrangement with the Finance Department which will only be given in exceptional circumstances by a Senior Manager
- 4.3.1.3. The activity has a cash float (details above) and the expenditure is less than £25.
- 4.3.1.4. In every instance a detailed receipt must be obtained at the time cash