

## **Primary Care Services**

### **Local Cash Handling Standard Operating Procedure Version 1.0**

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Approved By (sponsor group)	
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### Version Control Summary

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## **1. Introduction**

This document dictates the process to be followed when accepting payments on practice premises.

## **2. Aim**

The aim of this document is to ensure payments are handled, recorded and stored effectively and safely.

## **3. Cash Handling**

Cash will always be stored in a petty cash tin (or similar) which will remain in a safe, locked cupboard or drawer. Access to all keys will be restricted.

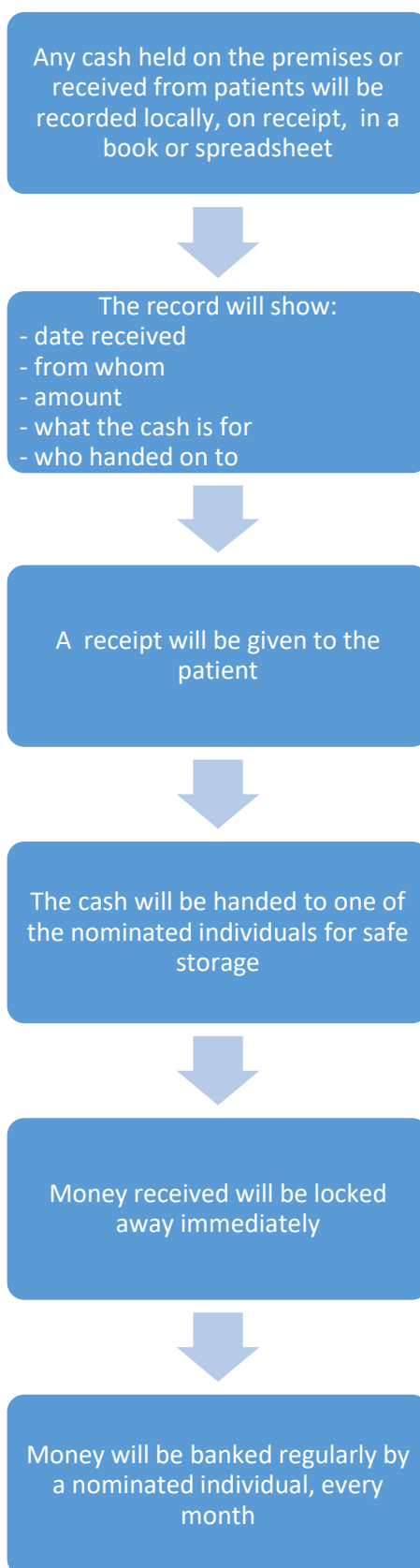
Cash will be banked, at a minimum, monthly and always banked as soon as the balance reaches £250.

The cash balance will be checked and reconciled weekly by the nominated individual or their delegate.

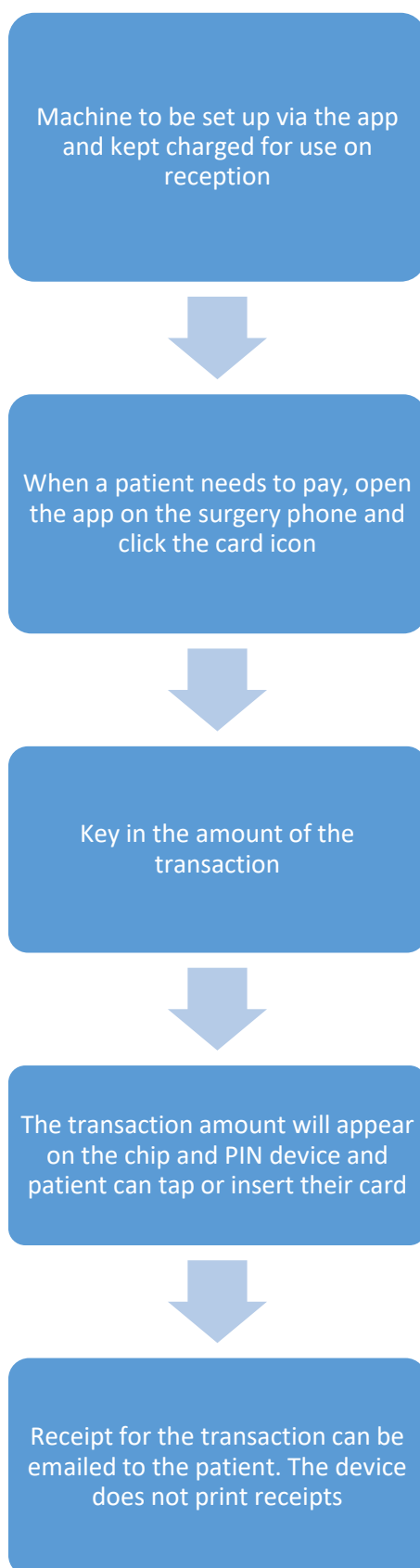
## **4. Chip and PIN Machines**

On receipt of a new chip and PIN machine, ensure the machine has a sim card inserted and a charger is available. The app must be set up on the surgery phone and linked to the surgery, to make sure that income is credited to the correct budget.

## 5. Cash Process



## 6. Chip and PIN Machine Process



## 7. Nominated Individuals

A local record of those nominated to handle cash should be maintained to ensure that cash is handled appropriately, and everyone knows who to hand cash off to when it is received.

Nominated Individuals for Storing Cash	
Name	Job Title

Nominated Individuals for Banking Cash	
Name	Job Title