



## **GOOD PRACTICE GUIDANCE**

Accounting and finance duties should be shared wherever possible. This provides a double check of the work carried out and relieves the pressure on one individual.

Where ever possible reviews of the accounts and records should be carried out by a separate individual to bring a fresh perspective of the transactions contained in those records.

It is best practice for all cash collections to be banked without deduction of cash payments.

Where possible payments should be made by transfer or cheque. If cash payments have to be made they should be made from petty cash which is replenished by the cashing of a cheque