

Cashier Hand-over

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Bath Area Rag

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Abstract

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1 Introduction

The Rag Cashier is responsible for handling all the cash that goes in and out of Rag. It involves counting any money as it comes in, making sure everything ends up in the safe, and then paying the money in to the bank. You are also responsible for ensuring that Rag has the cash it needs for everyday use in the petty cash tin.

2 Cashier

2.1 Counting Money

Here are the basics of count money. After a collection, Rag has to submit to the council a list of the collectors and how much each individual collected. Hence each tin is counted separately. The standard count sheet asks for a breakdown of how much each collector collected, and in what denomination. The next step is to bag the money up in to the standard bank coin bags. We get the bags wholesale from Barclays and should have enough in the finance cupboard to last Rag quite some time. If you need some more, talk to the staff at Barclays nicely. The bags take coins in the standard amount:

Amount	Denomination
£1	1p
£1	2p
£5	5p
£5	10p
£10	20p
£10	50p
£20	£1
£20	£2

Where the bags say “No mixed coins” it means exactly that. You shouldn’t mix any denominations together ever. Any left over coins that don’t make a complete bag are often referred to as shrapnel and are bagged up with a note of how much the bag contains.

Once all the coins have been bagged, we weigh the bags to check they are correct. Rag have an antiquated set of scales and weights that correspond to the different denominations. Unfortunately, the scales predate the current smaller 50p coin so we don’t have a weight for them and have to compare one bag of 50p against another.

At the end of this exercise you should have to lists. One list shows how much each collector collected, by denomination. The other list is how much money there is in each denomination after everything has been bagged and weighed. Ideally, these two lists will total the same. If they don’t agree, you can check each denomination on the two lists and see where you have gained or lost money. At the end of the day you should be looking at at most a 1% error. Banks work to $\pm 5\%$ and the Post Office to $\pm 8\%$ for cash handling. As an example, the count team at Hogmoney had a £15 error on a total of £19,000 for the first day. The breakdown of the total by collector (the count sheet) gets filed away with the collections organiser. The breakdown of the total by denomination stays with the cash, along with a note identifying what it is. The cash is then stuffed in to cloth bags and locked in to the safe, having been noted in the safe cash book.

2.2 Counting Money the Fun Way

If you have a lot of cash to count — say after Children In Need or Comic Relief — counting by hand is slow and tedious. The fun way to count it is to borrow the Union cash office’s count machine. With the count machine you pour random coins in the top, they whizz around and the machine separates and counts them all for you. They aren’t as accurate as hand counting and you do need to keep a close eye on what it is doing to avoid making mistakes. To borrow the machine you will need to make arrangements with the staff in the cash office. Usually they let us pick it up after they close at 5pm and we have it back ready and waiting for them at 9am the next working day. Recently the Bars Department have started borrowing it to count the tills in the Plug and Venue after closing. You may have to arrange getting the machine to them for when they “need” it. I question their need since three of us with hand held weighing machines could count the contents of 20+ main bank checkouts at Tesco in about 20 minutes, but I digress.

2.3 Banknotes

Events such as the Roman Romp bring in a lot of notes. Counting notes is the same as coins. First you separate the denominations, then count each denomination. When taking notes to the bank, try to ensure they are all the same way around, otherwise the bank cashier will have to sit there turning them all around. We do have some of the paper bands that hold, say, “Fifty pounds in £5” but if you can’t find any appropriate ones, just paper clip £100 in £10 notes or whatever. It just makes it easier to move notes around.

2.4 Foreign Coins

Firstly, Isle of Man, Jersey and Guernsey coins are not foreign coins. If it is the same size, shape and weight of a normal British coin, has the Queen's head on it and is marked in pounds/pence, the bank will take it. Bank of Scotland, Royal Bank of Scotland and Clydsdale Bank all issue their own banknotes in Scotland ranging from £1 to £100. We have no trouble banking these.

2.5 Barclays

Bath Rag bank with Barclays and we make a great deal of use of their branch on campus. Whereas in the dim and distant past the cashier had to take the money down to town on the bus, now all you have to do is walk to the other end of campus. The staff at Barclays are lovely and they do go out of their way for us. In return, we try and make their lives as easy as possible.

When we pay in change, say after a collection, we provide Barclays with the complete breakdown so they know exactly what to expect. They are very helpful and will often just take the money and paying-in book and count the money during quiet spells. You can then either pop back the next day or get them to call the Rag Office when they have finished to collect the paying-in book.

Rag's account has a narrative. This means that each transaction can have a small note added to it that will show on the bank statement. We normally use the place/charity of the collection or the name of the event. This is written on the paying-in slip and on the counterfoil. This helps the treasurer to tie everything together.

When taking money to the bank be careful — particularly if it is in the thousands of pounds. At the back of the Rag Constitution is an appendix about cash handling. That states you should have one person for every thousand pounds or part thereof you are carrying. After Comic Relief you end up being escorted by the entire sabbatical team the length of the University.

3 Conclusion

And finally, remember *there is nothing more important than having fun.*
Apart from the money, obviously.