

## **E-RETURN** **PROCEDURE NOTES**

Filling in (the top part) of the E-Return:

- In the **Date** field - if you are entering the E-Return on a later date than the date the income was taken then change the date accordingly (i.e. to the **date the income relates to**).
- In the **Expected Amount** field input the **total amount** of cash, cheques and cards that you physically have and are banking on this E-Return
- There is a code set up for each type of Income, input the total for each different code, the amount you enter should be GROSS and therefore **inclusive** of VAT (if applicable).
- These individual amounts should add up to the total you have entered in the previous step.
- Now you can fill in the bottom section of the E-Return which is the "banking" section

### **Things you need for filling in the bottom of the E-Return:**

- The paying in slip numbers & the amounts banked on these paying in slips.
- The total Card income

**PLEASE NOTE:** The Top, Middle and Bottom parts of the E-Return must balance i.e. if you have entered £1000.00 as the **Expected Amount** and you have entered £1000.00 against the **Income Code(s)** then you should be entering a total of £1000.00 in the **Cash, Cheque and Card** fields at the bottom of the screen. If all 3 of these totals do not balance then it **will not** let you submit the E-Return.

### **Example**

Suppose you have the following Paying in slip numbers & amounts collected:

<b><u>Type of £</u></b>	<b><u>Paying In Slip Number</u></b>	<b><u>£ Amount</u></b>
<b>Cash</b>	000501	£1000.00
<b>Cheques</b>	000502	£50.00
<b>Card</b>		£250.00

The 6 Digit Paying-in Slip Number can be found on the Paying-in Slip both on the bottom left of the Slip & in the centre of the Stub:

In the “**Paying In Ref**” field, **delete** the word **cash** and input the **Paying in slip number** (000501 in this example) then in the “**Amount**” field input the amount which you are banking on that paying in slip (£1000.00 in this example – you do not need to enter a £ sign, just input 1000.00)

Do the same for Cheques, in the **Paying in Ref** field **delete** the word **cheques** and input the paying in slip number (000502 in this example) and in the **Amount** field input the total amount of cheques that you are banking on that paying in slip (£50.00 in this example – do not enter the £ sign)

For the **Card** field, just leave the word Card and enter the amount (£250.00 in this example). At a later date the word Card will be replaced on your E-Return with whatever the

bank are using as the description when reimbursing DCC with your card income, so do not be alarmed if one day it changes, just enter your amount as normal.

Make sure you enter the **FULL 6 DIGITS** of the **paying in slip number** including any leading 0's and that the word "cash" or "cheque" are deleted.

See the next page for how this Example would look once the E-Return has been entered correctly.

**PLEASE NOTE:** It is imperative that the E>Returns are entered on a daily basis (or however often you do banking). This will ensure that your budgets are up to date and the bank reconciliation can be complete.



## DCC - HANDLING & TRANSPORTATION OF CASH POLICY

### 9. PREPARATION OF BANKINGS

9.1. Following cash up – banking must be prepared.

**NB: Do not enter cash and cheque amounts on the same paying in slips.** Individual paying in slips must be completed for cash and cheques.

### 9.2. CASH

9.2.1 **Notes – any sealable amounts are banded and sealed in the correct bank stationery and should be face-up, and must be flat, not rolled or folded:-**

9.2.2 £20.00 notes: when sealing notes in bank supplied bags e.g. £1000 of £20s please ensure the customer name and site are written on the bag label along with the collection/banking officers initials

9.2.3 £10.00 notes: when sealing notes in bank supplied bags e.g. £1000 of £10s please ensure the customer name and site are written on the bag label along with the collection/banking officers initials.

9.2.4 £5.00 notes: when sealing notes in bank supplied bags e.g. £500 of £5s please ensure the customer name and site are written on the bag label along with the collection/banking officers initials.

9.2.5 **Any remaining notes:-**

9.2.6 All notes should be face-up and must be flat, not rolled or folded (£50 on the bottom and £5.00 on the top. These should be placed into an oddment bag. (Please refer to Loomis procedures)

9.2.7 Any English, Scottish and Irish Banknotes should be separated.

#### **Coins**

9.2.8 £2: should be placed in a clear coin bag to the maximum of £20.00

9.2.9 £1: should be placed in a clear coin bag to the maximum of £20.00

9.2.10 50p: should be placed in a clear coin bag to the maximum of £10.00

9.2.11 20p: should be placed in a clear coin bag to the maximum of £10.00

9.2.12 10p: should be placed in a clear coin bag to the maximum of £5.00

9.2.13 5p: should be placed in a clear coin bag to the maximum of £5.00

9.2.14 2p: should be placed in a clear coin bag to the maximum of £1.00

9.2.15 1p: should be placed in a clear coin bag to the maximum of £1.00


9.2.16 Any remaining coins should be placed in separate coin bags.

9.2.17 Once you have finalised your cash you need to complete the appropriate paying in slip with the following details:-

Paid in by	Must be the person's signature who has completed the cash up
Date	Date of the cash up
Address/ref	Site name, i.e. Name of Establishment
Money Column	Complete as following screenshot



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Date 1/4/15 bank giro credit 

Customer's Stamp

Branch	Lloyds Bank plc 19 Market Place Durham DH1 3NL	No. of Cheques			
Account Name	DURHAM COUNTY COUNCIL INCOME COLLECTION				
Paid in by/Ref	<i>B. Bayers</i> <i>Income Team, Green Lane</i>				

Branch Sort Code	Account Number	Bank Code	Cheques See Over +		
30-92-79	51009868	85	£	209 50	


Please do not write or mark below this line

⑈074001⑈ 30⑈9279⑈ 51009868⑈ 85

### 9.3 CHEQUES

- 9.3.1 Cheques should be flat, front facing and the right way up. They should be free from all attachments e.g. pins, staples etc.
- 9.3.2 All cheques and a Supplementary Cheque List (to include the cheque line details) should be banded together with an elastic band.  
NB A copy of the cheque list should be retained within the site for audit purposes
- 9.3.3 Once you have finalised your cheques you need to complete the appropriate paying in slip with the following details:-

Paid in by	Must be the person's signature who has completed the cash up
Date	Date of the cash up
Address/ref	Site name, e.g. Name of Establishment
No. of Cheques	Enter number of cheques being sent to bank
Cheque Column	Complete as following screenshot

Date 1/4/15 bank giro credit 

Customer's Stamp

Branch	Lloyds Bank plc 19 Market Place Durham DH1 3NL	No. of Cheques	10		
Account Name	DURHAM COUNTY COUNCIL INCOME COLLECTION				
Paid in by/Ref	<i>B. Bayers</i> <i>Income Team, Green Lane</i>				

Branch Sort Code	Account Number	Bank Code	Cheques See Over +		
30-92-79	51009868	85	£	1 000 00	

Please do not write or mark below this line

⑈074001⑈ 30⑈9279⑈ 51009868⑈ 85





## DCC - HANDLING & TRANSPORTATION OF CASH POLICY

### LOOMIS PROCEDURES – WITHOUT INNER BAGS

### Appendix A

**This procedure will apply where the banking is for a single site for a single cash collection session i.e. a single day.**

#### **Cash**

The Grey Loomis Cash bag ref 201 must have the following information provided on the front of the bag: -

To: Lloyds Premier Direct, G4S Manchester Cash Centre  
From: **Durham County Council** followed by the site name  
Value: Value of contents  
Date: Date of banking

The cash and the completed Lloyds Bank paying in slip should be placed inside the grey cash bag. (Please note - do not use cloth bags or envelopes in the grey cash bag only plastic coin bags). If your banking includes oddments of notes please ensure that these are placed in the oddments bag ref 6968605 issued by Lloyds Bank.

If your site has bulk coins these should be placed into a clear bulk coin bag, due to the 10kg weight restriction on the grey bags. **A separate paying in slip must be inserted into any bulk coin bags for bank reconciliation purposes**

When all the documentation and cash are in the grey bag/bulk coin bag it can be sealed via the security strip

**Cheques (Please ensure a list of all cheque line details are retained for audit purposes)**

Cheques should be placed in Loomis non cash bag ref 226 along with the appropriate bank vouchers. It is important they are in the order detailed below. Failure to do this may result in the credit being rejected by Lloyds Bank:-

- 1) Cheques – on the bottom of the pile
- 2) Cheque List
- 3) A completed Lloyds bank paying in slip detailing the amount, date, number of cheques, site details and signature of person completing the slip
- 4) A bulk pod out clearing batch ticket (43X) with the date identified to the left hand side of the ticket
- 5) A docket control voucher (46R) completed with the date, day, number of items and the initials of the person who has prepared the banking – this should be on the top of the pile

When all cheques and associated documents have been prepared they should be secured with an elastic band and placed into a Lloyds Bank clearings cheque bag (Large Red Bag). The details on the bag must be completed with the following:

- Date



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- **Durham County Council** followed by the site name

These bags have an identifying bar code at the top of the bag which is perforated. This barcode must be detached from the main bag and stored in a secure place. The bag should then be sealed via the security slip.

The Lloyds Bank clearing bag must then be placed inside the clear Loomis cheque bag. The bag must have the following information written on:-

- To: Lloyds Bank 102 Grey Street, Newcastle
- From: **Durham County Council** including the site name
- Value: Value of items within the bag and Date

The Loomis bag must then be sealed via the security tab

There is no maximum value on these bags

### **COLLECTION/DELIVERY SUMMARY SHEETS – only to be completed where a service is either handing over the cash for collection or receiving a cash delivery at a designated location for security personnel.**

Once all the bankings have been placed into the appropriate bags, they must then be taken to a designated location for collection via Loomis, a collection/delivery summary sheet must be completed by the officer handing over the banking, with date, cash/cheque and Loomis bag number. The collection/delivery sheet should then be signed by the officer receiving the banking, one copy is retained by them and the other is given to the person handing over the banking to retain as confirmation of receipt. This form is a receipt to verify that the receiving officer has taken delivery of the security bag (NB The staff at the designated location are signing that they have handed over the bag of monies and are not signing to verify the accuracy of the content of the bag)

When receiving a delivery of cash from Loomis that is to be handed to another officer, the officer receiving the money from the security personnel should complete a collection/delivery summary sheet with the date and Loomis bag number. This should be signed by the officer who is collecting the Loomis bag to take to another location. This form is a receipt to verify that the first officer has handed over the security bag.

### **Collection by Loomis**

If the value of the cash is less than £20,000 both the cash and the cheques are placed into the security box. The security officer issues a receipt via a hand held scanner, which the collection/banking officer must sign to verify bags. The security personnel must then take the box to the security van and deliver it to the depot.

If the value of the cash is more than £20,000 and there are two grey bags or more, then each cash bag must be put into a separate box. The security personnel will put one of the cash bags and the cheques in to the security box, and will take the box directly to the security van, he will return with an empty box in order to place the remaining cash bag into empty box. The



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security personnel will then issue a receipt via a hand held scanner, which the collection/banking officer must sign to verify bags. The security personnel must then take the box to the security van and deliver both boxes to the depot.

This process is repeated should there be more than 2 cash bags.

**The identification of the Loomis security personnel must be verified before any monies are handed over.**

**NB: Security personnel must be attended to immediately and should not be kept waiting under any circumstances. Significant amounts of money may be involved and any safety risks must be minimised.**





### **Loomis Banking Procedures for Durham County Council Establishments**

(The identity of the security representative should be checked, all representatives have security id with them)

#### **Cash**

The Grey Loomis Cash bag must have the following information written on it in the appropriate place

- To: **Lloyds Premier Direct, G4S Manchester Cash Centre**
- From: **Durham County Council** – then state establishment name
- Value: Value of contents
- Date: Date of banking

The cash and the completed Lloyds Bank paying in slip should be placed inside the grey cash bag. (Please note - do not use cloth bags or envelopes in the grey cash bag only plastic coin bags). If your banking includes oddments of notes please ensure that these are placed in the oddments bag ref 6968605 issued by Lloyds Bank.

If your establishment has bulk coins these should be placed into a clear bulk coin bag due to the 10kg weight restriction on the grey bags (**which must be adhered to as Loomis may refuse to take the bag if it is too heavy**). A separate paying in slip should always be completed and placed into each Loomis bag including the bulk coin bags and you must ensure that these paying in slip numbers are recorded on your ICON E-Return.

When all the documentation and cash has been placed in the grey bag/bulk coin bag they can be sealed via the security strip.

**Cheques (Please ensure a list of all cheque line details are retained for audit purposes)**

Cheques should be placed in Loomis cheque bag along with the appropriate bank vouchers. It is important they are in the order detailed below. Failure to do this may result in the credit being rejected by Lloyds Bank:-

- 1) Cheques – on the bottom
- 2) Cheque List
- 3) A completed Lloyds Bank paying in slip detailing the amount, date, number of cheques, site details and signature of person completing the slip
- 4) A bulk pod out clearing batch ticket (ref 43X) with the date identified to the left hand side of the ticket
- 5) A docket control voucher (ref 46R) completed with the date, day, number of items and the initials of the person who has prepared the banking – this should be on the top of the pile

When all cheques and associated documents have been prepared they should be secured with an elastic band and placed into a Lloyds Bank clearings cheque bag (Large Red Bag). The details on the bag must be completed with the following:

- Date
- Durham County Council including the establishment name

These bags have an identifying bar code at the top of the bag which is perforated. This barcode must be detached from the main bag and stored in a secure place. The bag should then be sealed via the security slip.

The Lloyds Bank clearing bag must then be placed inside the clear Loomis cheque bag. The bag must have the following information written on:-

- To: **Lloyds Bank 102 Grey Street, Newcastle**
- From: **Durham County Council** – then state establishment name
- Value: Value of items within the bag and Date

The Loomis bag must then be sealed via the security tab

There is no maximum value on these bags



### **Collection by Loomis**

If the value of the cash is less than £20,000 both the cash and the cheques are placed into the security box. The security representative issues two receipts via a hand held scanner. You must sign both receipts, one for Loomis and one for your records, this slip details the bag number and amounts banked.

It would be advisable to attach the detached perforated bar code from the red Lloyds bag to the Loomis receipt and ensure all receipts are kept for audit purposes. (NB sometimes the Loomis representatives do not put the value of the cheques onto the receipt as cheques have no insurance value) the box is then transported to the security van and it is delivered to the bank/processing centre.

**Please ensure before Loomis leave the site that the scanned receipt is checked to ensure all the bags numbers are detailed on the receipt.**

**Please note: The Security representative must be attended to immediately and should not be kept waiting under any circumstances. Significant amounts of money may be involved and any safety risks must be minimised.**

