

## Policies, Procedures, Guidelines and Protocols

Document Details		
Title		Finance Procedure I5: Controlled Stationery
Trust Ref No		789-60276
Local Ref (optional)		
Main points the document covers		Procedure for storing & issue of controlled stationery
Who is the document aimed at?		Staff involved in the requisitioning or issue of controlled stationery
Author		David Court, Head of Financial Accounting
Approval process		
Approved by (Committee/Director)		Director of Finance
Approval Date		January 2023
Initial Equality Impact Screening		Yes
Full Equality Impact Assessment		No
Lead Director		Sarah Lloyd
Category		Finance
Subcategory		Finance Procedures
Review date		January 2026
Distribution		
Who the policy will be distributed to		Distributed to senior staff as defined by directors
Method		Electronically to senior staff & available to all staff via the Trust website
Document Links		
Required by CQC		
Required by NHS Resolution		
Other		
Amendments History		
No	Date	Amendment
1	January 2014	Records now maintained electronically
2	January 2017	Para 1.1: patients travel reimbursement forms added
3	January 2020	Added 2.6 regarding remote working and some minor changes
4	January 2023	No changes required
5		

# Shropshire Community Health NHS Trust

## Finance Procedures

### Section I      Banks & Cash I5                Controlled Stationery

---

#### 1 – Introduction

- 1.1 The following items are classed as controlled stationery: -
- Cheques
  - Cash collection sheets
  - Receipts
  - Donation acknowledgement receipts
  - Petty cash vouchers
  - Patients cash and valuables books
  - Patients travel reimbursement forms
- 1.2 The Financial Accounting section of the Finance Department is responsible for ordering, storing and issuing controlled stationery.

#### 2 – Cheques

- 2.1 On receipt of boxes of cheques from the Government Banking Services (GBS), the boxes are stored in a locked cupboard in the Financial Accounting office. The Senior Financial Accountant and Financial Accounting Assistant dealing with controlled stationery are the holders of the key to this cupboard.
- 2.2 When a box of cheques is opened, two members of staff are involved. The cheque numbers are logged in the front of the record book, which is signed by both members of staff. The unused cheques are stored in the cupboard except for when a payment run is in progress.
- 2.3 Before a payment run the number of the next unused cheque is checked to ensure that the number follows on from the last one to be issued on the previous payment run.
- 2.4 Cheques used are logged and the record book signed by two GBS authorised signatories.
- 2.5 All spoilt cheques are stamped as cancelled and entered in the record book as such, which is then signed by two GBS authorised signatories. The cancelled cheques are then stored in the locked cupboard
- 2.6 When remote working is in place all reports are saved electronically for the GBS authorised signatories to review including a copy of issued cheques and once approved a copy of email is stored with each payment run.

#### 3 – Controlled stationery other than cheques

- 3.1 Day-to-day responsibility for controlled stationery, other than cheques, rests with a Financial Accounting Assistant.
- 3.2 The stocks of stationery are held in a locked cupboard in the Financial Accounting office.
- 3.3 Details of receipts and issues are recorded on a spreadsheet by the Financial Accounting Assistant. Controlled stationery is requested by email and the recipient confirms receipt by email and these emails are kept by the Financial Accounting Assistant.
- 3.4 Any obsolete stock is brought to the attention of the Head of Financial Accounting who will provide authorisation for it to be shredded.
- 3.5 In all locations across the Trust, issued controlled stationery must be kept in a locked cupboard or safe when not in use.

### **References & associated documents**

None

Reviewed By \_\_\_\_\_

Date \_\_\_\_\_

Authorised By \_\_\_\_\_

Date \_\_\_\_\_