

CASH AND VOUCHERS REPORT SEPTEMBER 2017 - SEPTEMBER 2018 - REDACTED

Date Received	Receiver Fullname	Service	Donor	Donor Known	Gift / Hospitality	Value	Specified	Action	Reason For Action	Approved	Approver Fullname	Approver Job Title	Approver Reason	Director Fullname
09/26/2018	William George	Housing, Neighbourhood and Building Services			Voucher given for giving a short 10 minute presentation to the new intake of apprentices at Portsmouth University on how my first year went.	£5 - £25		Accepted	Wasn't aware that there was a voucher in the bag, didn't wish to cause offence to Portsmouth University. If accepted intend to buy a book for use by the apprentices in the team.	Yes	James Hill	Director of Housing, Neighbourhood and Building Services	As per policy - done within work duties	Michael Lawther
08/13/2018	Tina Hilton	Housing, Neighbourhood and Building Services			£10.00 CASH	£5 - £25		Rejected	Tina thanked XXXXXX but explained that she was not able to accept cash from residents as she is a PCC employee and handed the money back.		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther
08/09/2018	Gillian Clark	Housing, Neighbourhood and Building Services			£5 in cash	£5 - £25		Rejected	Resident wanted to give Gill money as she had helped her with something. Gill explained to resident that she was not allowed to accept any cash at all which resident understood and Gill handed it back		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther
06/13/2018	Lyn Freeman	Housing, Neighbourhood and Building Services			£5 cash offered	£5 - £25		Rejected	Cash cannot be accepted		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther
04/17/2018	Rachel Fuller	Housing, Neighbourhood and Building Services			XXXXX offered Rachel a £5 note to pass on to her young son	£5 - £25		Rejected	This was rejected as cash cannot be accepted		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther
04/03/2018	Kirsty Mcniff	Housing, Neighbourhood and Building Services			£35 cash offered to be shared amongst scheme staff	Over £25	£35	Rejected	Cash cannot be accepted		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther

03/27/2018	Linda Anderson	Housing, Neighbourhood and			£20 cash offered as a thank you for assistance given	£5 - £25		Rejected	Cash cannot be accepted		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther
03/15/2018	Emma Hayter	Housing, Neighbourhood and			£25 M&S Voucher	Over £25	£25.00	Accepted	Emma spoke to XXXXX and explained she couldn't accept the voucher. XXXX unhappy about this & told Emma she wanted her to have it for all the help she gave their Mother.Said she didn't want it back & Emma could do what she wanted with it.We suggested buying cakes & biscuits for the residents Easter afternoon tea with voucher.Email to Michael Lawther 15/03/2018 who agreed this.	Yes	James Hill	Director of Housing, Neighbourhood and Building Services	As per agreement with Michael Lawther	Michael Lawther
03/05/2018	Christine Madgwick	Housing, Neighbourhood and			£60 cash offered for Christine to share with the team	Over £25	£60	Rejected	Cash cannot be accepted		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther
01/02/2018	Gillian Clark	Housing, Neighbourhood and Building Services	Sheltered		£5.00 cash offered for Christmas	£5 - £25		Rejected	XXXXX wanted to give Gill £ 5.00 as a Christmas present.Money rejected as Gill knows we are not to accept any cash at all.		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther
12/31/2017	Danny Ardrey	Housing, Neighbourhood and			£20 cash	£5 - £25		Rejected	£20 cash offered - rejected as cash cannot be accepted		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther

12/28/2017	Kirsty Mcniff	Housing, Neighbourhood and			£20 Boots gift card	£5 - £25		Rejected	Gift card cannot be accepted		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther
12/27/2017	Lyn Freeman	Housing, Neighbourhood and			£10 cash offered	£5 - £25		Rejected	Rejected as £10 cash offered		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther
12/22/2017	Jonathon Mackay	Finance and IT			£60 cash	Over £25	£60	Rejected	Cash cannot be accepted		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther
12/21/2017	Pride Laetitia Daniel	Housing, Neighbourhood and			£5.00 put into a Christmas Card	£5 - £25		Rejected	Returned to XXXXX and explained that staff are not allowed to accept money		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther
12/15/2017	Gillian Clark	Housing, Neighbourhood and Building Services	Sheltered		Resident gave Gill £10.00	£5 - £25		Rejected	Returned £10 to resident and explained that staff are not allowed to accept cash		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther
12/14/2017	Amy St Ledger	Housing, Neighbourhood and			£5 cash initially accepted by Amy St Ledger as resident was insistent, but the money was returned later in the day toXXXX by Care Supervisor, Louise Short.	£5 - £25		Rejected	Money cannot be accepted		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther

12/14/2017	Rachel Fuller	Housing, Neighbourhood and			£5 cash	£5 - £25		Rejected	Cash cannot be accepted		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther
12/07/2017	Rachel Fuller	Housing, Neighbourhood and			5 x £25 M & S vouchers = £100	Over £25	£100	Rejected	Rejected as is cash. XXXX has then asked if this could be used for the benefit of residents. This has been agreed by Michael Lawther and proper accounting procedures are to be put in place. This is to be put together with £50 in tokens for Support Assistant Tina Outen. Rachel Fuller has written to XXXX to confirm this.		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther
12/05/2017	Tina Outen	Housing, Neighbourhood and			2 x £25 M&S gift vouchers	Over £25	£50	Rejected	Rejected as is cash. XXXX has then asked if this could be used for the benefit of residents. This has been agreed by Michael Lawther and proper accounting procedures are to be put in place. This is to be put together with £100 in tokens for Scheme Manager Rachel Fuller		James Hill	Director of Housing, Neighbourhood and Building Services		Michael Lawther