

## Carrying cash - managing and reducing risk

Does the cash really have to be carried by a staff member?	Is there another way? Is the banking system really that bad? Would a cheque work? If the cash is for a partner or a supplier can you ask them to collect the money from your office?
Who should carry cash?	Questions of safety risks, but also unfair temptation
If so, should they know they are carrying cash?	
How much should any one person carry?	
How many people need to know that cash is being carried?	Keep the number of people who know as low as possible. Talk about transfers of cash as little as possible and consider using agreed code for example by radio.
Who does need to know that cash is being carried?	Duty to tell other people travelling with cash carrier of the extra risk
Acceptable forms of transport for cash carrier?	Charter or commercial flight? Public or private road transport? Organisation car, another organisation's car or private car?
How is cash actually carried? <ul style="list-style-type: none"> <li>Well hidden money belt?</li> <li>If carried in another way</li> </ul>	The carrier should keep it with them 24 hours a day! Good starting point but will the cash be too bulky? How will the carrier ensure security throughout journey?
How can you make it harder for anyone to know when you are carrying cash	Move cash for salaries on different days each month.
Paperwork and controls	Cash should be counted and signed for each time it is handed from one person to another.