

FOI REF: 24/251

10th April 2024

Tel: 0300 131 4500  
Website: [www.esht.nhs.uk](http://www.esht.nhs.uk)

## FREEDOM OF INFORMATION ACT

I am responding to your request for information under the Freedom of Information Act. The answers to your specific questions are as follows:

**I am writing to you to request the following information:**

**1) Do you have a Cashiers/General office in your Trust?**

Yes.

**2) If yes, how many sites do you have? Do you have Cashier/General office based on each site?**

One office at the Eastbourne site (Eastbourne District General Hospital) and one office at the Hastings site (Conquest Hospital).

**3) How many days of the week do you have the Cashiers/General office open?**

5 days a week (9.00am – 13.00pm).

**4) What service do you provide in the Cashiers/General office?**

- a) Reimbursement of patient travel expenses.
- b) Patient property held for safe keeping.
- c) Lost property held for safe keeping.
- d) Reconciling and banking Income in cash (Parking/Catering/Creche/Accommodation and Pharmacy Income).
- e) Monitoring Trust funeral expenses and any reimbursement claimed by the Trust.

If I can be of any further assistance, please do not hesitate to contact me.

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Should you be dissatisfied with the Trust's response to your request, you have the right to request an internal review. Please write to the Freedom of Information Department ([esh-tr.foi@nhs.net](mailto:esh-tr.foi@nhs.net)), quoting the above reference, within 40 working days. The Trust is not obliged to accept an internal review after this date.

Should you still be dissatisfied with your FOI request, you have the right of complaint to the Information Commissioner at the following address:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Telephone: 0303 123 1113

Yours sincerely

Freedom of Information Department  
[esh-tr.foi@nhs.net](mailto:esh-tr.foi@nhs.net)