




Policy Title: CASH HANDLING POLICY

Policy Type: FINANCIAL
(Statutory, Financial, Administrative, Human Resources)

Policy Number: F002

Approved by Council	Last Review	Current Review	Next Review
	19 May 2020	19 May 2021	19 May 2022
	Resolution #	Resolution #	Resolution #
	20.6632	21.6948	
Approved by CEO/Director:	Bernie McCarthy - CEO	 Signature.....	
Effective Date	20 May 2021		
Implementation Department	Officer Position		
Corporate Services	Finance Manager		
Revision Number:	Document Management File #		
5.0	01-03-F002		

1. Policy Background/Scope:

To provide a framework and processes for cash handling and cash security to ensure Council fulfils its financial obligations and service delivery. This policy applies to all Council employees involved with the handling of cash at designated sites and any employees authorised to use petty cash.

This policy is in accordance with the Local Government Act 2009 and Local Government Regulation 2012.

The purpose of this policy is to;

- ensure all amounts due and receipted to Council are collected and deposited to Council's bank account on a continuous and timely basis
- ensure consistency in procedures and standards in cash handling across all Council sites and services
- establish and maintain accountability for the flow of cash through Council
- ensure correct and proper use of petty cash and float
- provide a framework for cash handling and security of cash

2. Policy

Provisions: Definitions

Cash: currency including notes and coins, electronic (EFTPOS, ATM), cheque and credit card transactions.

Cash handling: petty cash, manual and electronic means of cashier (cash, cheque, EFTPOS, A T M and credit card), floats (community events), banking preparation and reconciliation.

Banking: cash preparation and reconciliation for depositing with Council's bank

Designated sites: Council sites involved in cash handling, merchandise sales and service provision are:

- Agency - Bendigo Bank
- Agency – Post Office
- Customer Service - Council Administration office
- Cairns Support Office – 200 McLeod St Cairns
- Wik & Kugu Arts Centre

Receipt: issue of Council official receipt to customer upon receipt of cash at Council Administration Office

A. Principles of Cash Handling

It is the responsibility of the Council officers involved in cash handling process to understand the meaning and intent of this policy.

- Council will provide a safe working environment that protects the welfare of Council personnel and safeguards cash and merchandise at designated sites
- All cash must be kept secure in a locked drawer, container or safe and is not to be left unattended
- Borrowing or taking cash from petty cash, float or till for personal benefit is prohibited
- Where cash floats are given to or taken over by relieving staff, the staff given the float or taking control of the cash need to count these floats along with the designated officer in charge of that cash
- Only Council cash may be stored in Council's safe keeping devices
- An official Council receipt must be issued for all cash received at the designated sites within 24 hours or next working day of receipt from the customer
- All cash received at Council Administration office, and Cairns Support Office must be banked on the next banking day, unless prior arrangements are made with the Finance Manager or Director of Corporate Services
- Managers responsible for designated sites must maintain current documentation of all cash handling procedures and processes, including;
 - Security and safe measures for transporting cash to Council Administration office
 - Record and reconciliation of cash taken and receipted
 - Petty cash reconciliation and claims
- In circumstances where staff are required to transport cash from one destination to another, the following practices are likely to reduce the opportunity for crime when transporting cash;
 - Engage the services of a Community Policy Officer (CPO) to accompany staff
 - Assign more than one person to the task and/or rotate the task so that it is not always done by the same person(s);
 - Do not advertise the fact that you are carrying cash (e.g. do not carry a marked bag);
 - Do not talk publicly about cash movements;
 - Avoid using public transport;
 - Do not establish a routine for cash movements – vary both the time and route where possible

B. Discrepancies / "Overs and Unders"

Council acknowledges that minor discrepancies in cash takings occur from time to time when taking huge volumes of cash. All discrepancies regardless whether that discrepancy is a surplus or shortage must be recorded on the cashier's worksheet. Discrepancies must be accompanied by a written explanation by the cashier responsible for that shortage or surplus. Surplus cash held at any site should be deposited into Council's bank account.

C. Reporting Missing or Stolen Money

Regardless of the amount, missing or stolen money must be reported to the Director of Corporate Services. All stolen money must be reported to the police.

Should a staff member identify or suspect that money has been stolen or is missing, or is aware of suspicious activity they must advise their supervisor.

Should the missing money be the result of a robbery, immediately provide a written detailed account of the events to the Director of Corporate Services

Regardless of the amount, missing or stolen money must be reported to the Director of Corporate Services. The report is to be done by way of a formal report to the Director of Corporate Services, taking into account the measures undertaken internally to try and find any missing money. This is to apply to all missing money regardless of the amount.

The Director of Corporate Services may direct staff to investigate the event to ensure all procedures have been followed and take appropriate action. All avenues and possibilities to find the missing money by way of miscounts and book errors must be undertaken and exhausted before reporting the missing money. All money which cannot be accounted for and is still missing after a period of two months must be reported to the police as a possible theft.

D. Non-compliance

Non-compliance with this policy or procedures may result in disciplinary action and/or dismissal

3. Related Documentation:

The Local Government Act 2009
Local Government Regulation 2012