

1. Heads of Power

Local Government Regulation 2012 (Qld), section 104(5)(b)
Australian Standard AS 8001-2008 – Fraud and Corruption Control

2. Intent

To establish a secure and consistent approach to the handling of cash, to minimise risk and ensure transparency and accountability.

3. Scope

Applies to all employees involved in receiving, transporting, banking, or reconciling cash for Council operations.

4. Definitions

Cash: Physical currency including notes and coins.

Float: A fixed amount of cash issued for change-giving or petty cash purposes.

5. Policy Statement

- 5.1. All cash received must be receipted at the time of the transaction and reconciled daily.
- 5.2. Cash must be securely stored in lockable cash drawers or safes, and never left unattended.
- 5.3. Banking must occur at least weekly, or when cash on hand exceeds \$500.
- 5.4. Discrepancies must be reported immediately to the Director Corporate Services.
- 5.5. Staff handling cash must be trained in this policy and associated procedures.
- 5.6. Surprise audits may be conducted to verify compliance.

6. Associated Documents

- Cash Handling Procedure (to be developed)
- Fraud and Corruption Prevention Policy
- Financial Delegations Register
- Petty Cash Guidelines

7. Document Controls

Council will review this policy every two years or as required by changes in law or best practice.

8. Policy Owner

Finance Manager.