



Cash Handling Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		CHIEF FINANCIAL OFFICER			
REVIEWED BY:		Manex			
REVIEW DUE DATE:		June 2024			
VERSION NUMBER:		6			
DOCUMENT NUMBER:		NA			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
6	24/06/2021	13.06/21	Updated to new policy template. Changes to regular banking	Chief Financial Officer	Council
	25/06/2020	9.06/20			Council
4	22/05/2017	10.06/17			Council

Note: Document Control continued at Appendix A



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General Manager

5/7/21
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Date

PURPOSE

The purpose of this policy is to:

- To ensure all monies received by the Council are properly handled and fully accounted for from the time of their receipt until they are deposited into Council's bank account;
- To establish and maintain accountability at all times in the flow of cash through Council;
- To prevent the misuse of Petty Cash;
- To prevent fraud and corruption;
- To provide a framework for cash handling and merchandise control processes to ensure Council can fulfil its financial obligations and service delivery; and
- To provide certainty to staff.

APPLICABILITY

This policy applies to:

- All Council employees involved with the handling of cash (or cash equivalents) and processing of merchandise at designated sites and any staff members authorised to use Petty Cash.

OUTCOMES

Glen Innes Severn Council embraces the values of Respect, Integrity, Courage, Honesty and Transparency.

One (1) of Council's strategic objectives is to provide accountable and effective financial management. To adhere to these values and to ensure that Council fulfils this objective, this policy has been prepared.

ROLES AND RESPONSIBILITIES

It will be the responsibility of all Managers / Supervisors of applicable worksites to induct staff into this Policy and procedures for their team.

Revised versions of the Policy that contain significant changes will be communicated to all relevant staff by the Chief Financial Officer. The Finance team will monitor overall cash handling compliance across Council to ensure correct implementation.

NON-COMPLIANCE WITH POLICY

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

DEFINITIONS

In this policy:

Cash Electronic and credit card transactions, cheque and currency including notes and coins.

Cash Handling Petty cash, manual and electronic means of cashiering (cash, cheque, EFTPOS and credit card), floats (special events, collection of monies), banking preparation and reconciliation.

Banking Cash preparation and reconciliation for collection by Council's authorised collection agent for depositing with bank.

Customer Service Officer Refers to any officer that is authorised to receipt and deal with monies on behalf of Council.

Designated Site Those sites throughout Council that are involved in cash handling and merchandise control operations.

These include but are not limited to:

- Customer Service (Town Hall);
 - Customer Service (Church Street);
 - Library;
 - Visitors Information Centre / Bookings and Celtic Festival;
 - Pool House - Children and Family Services;
 - Swim Centres;
 - Glen Innes Aggregates;
 - Life Choices – Support Services; and
 - Waste Disposal Sites.
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POLICY STATEMENT

- All employees involved with cash must strictly follow and apply the cash handling procedures for their section at all times.
 - A secure work environment that will safeguard Council's funds, and also the welfare of employees involved with cash handling, must be provided by Council.
 - Appropriate cash receipting systems, consistent with Council's objectives, must be installed and maintained to support cash handling at designated offices.
 - To avoid mishandling of funds and to protect against loss, effective internal controls for cash and cash equivalents will be established. Effective internal controls are also designed to safeguard employees from improper charges of mishandling funds by defining responsibilities in the cash handling procedures.
 - All employees involved with cash handling have a duty of care towards Council to ensure that honesty, trustworthiness, care, diligence and accuracy are applied at all times when dealing with cash transactions.
 - Only Council cash may be stored in Council's safe keeping devices.
 - All cash must be kept secure in a locked drawer, container or safe and is not to be left unattended. Under no circumstances may any staff member take cash home for banking the next day or any other circumstance.
 - The borrowing or taking of cash from any float or till for personal benefit is prohibited.
 - A numbered receipt must be issued for all transactions, in accordance with the approved receipting procedure at each designated site. Using the installed Council system or official receipt books, each such receipt is to be dated and numbered in sequential order. A copy of these receipts must be maintained for auditing by both Council's auditors and Finance staff as required.
 - The cash held on premises must be kept to a minimum amount as determined by the Chief Financial Officer. Regular banking should occur, also at intervals determined by the Chief Financial Officer, with due consideration given to the safety of staff. The banking of funds must be done at irregular intervals and with the inclusion of an extra staff member at the discretion of the Financial Accountant. For example, when there are excessive amounts of cash, or a staff member feels that for safety reasons they should be accompanied by another member of staff.
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- Where cancelled, all copies of the cancelled receipt must be filed and scanned into the records system at no more than six (6) month intervals. A reason for the cancellation must be recorded in the financial system and the receipt must be signed by both the receipting officer and the cancelling officer. No copies of the receipt may be disposed of. A receipt in Council's reporting system may only be cancelled by an authorised officer.
 - All cash from designated cash handling sites must be delivered to Town Hall for banking on a regular basis. It is preferred that the depositing of money with the Town Hall office should be done in non-peak times only. Council is to maintain a banking schedule to ensure that banking is done on a very regular basis to reduce the amount of cash on hand.
 - As far as possible, and to ensure accountability, individual cash floats are to be operated by each operator. Where this is impossible, it is preferred that operators should perform a count of the float to ensure that it balances prior to handing the float to the new operator. Both operators should sign a float sheet to confirm that they have counted the float and are happy with the contents.
 - At the end of each day the Customer Service Officers are to count their respective takings and balance to the computer printouts / records (which are to be signed by each Customer Service Officer) and then counter signed, checked and verified by the relevant delegated officer of Council. This process includes ensuring that the respective floats are correctly maintained.
 - Any discrepancy or error must be investigated by the Financial Accountant and any instance of theft or break-ins must be reported to the Chief Financial Officer and the Director of Corporate and Community Services immediately.
 - Petty cash reimbursements and reconciliations should occur, at a minimum, on a monthly basis and petty cash expenditure should be limited to \$50 per invoice. Petty cash levels should be kept at a minimum to ensure that the risk of theft is reduced.
 - Monthly checks of cash floats and petty cash replenishments should be conducted by the Creditors Officer to ensure that all cash floats and petty cash floats are maintained according to the policy.
 - Regular and random audits should also be conducted of the recording and reconciliation procedures implemented by each designated site to ensure that the correct records are kept and that all internal controls are implemented and documented. This audit should be conducted by Council's Manager of Governance, Risk and Corporate Planning.
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- Amendments to procedures that arise from audit activities should be implemented in consultation with relevant finance staff and the section Manager / Supervisor with any issue of concern brought to the attention of the Financial Accountant, Chief Financial Officer and relevant Director.
- The Managers / Supervisors for each designated site, in consultation with the Chief Financial Officer, must ensure that appropriate procedures are implemented and must maintain current documentation to this effect. Records should include:
 - Security and safety measures for transporting cash;
 - Daily record and reconciliation of cash taken and receipted, including cash register total slips and eftpos slips;
 - A reconciliation of manual receipts;
 - Petty cash reconciliation and claims; and
 - A register of security codes and / or safe keys.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- Nil.

Relevant Council Policies and Procedures include:

- Nil.

VARIATION AND REVIEW

The Cash Handling Policy will be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

Appendix A**Document Control Continued**

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
3	22/05/2014	8.05/14			Council
2	26/04/2012	11.04/12			Council
1	28/08/2008	16.08/08			Council