

	<b>Cash Handling Policy</b> <i>Policy No. FINPOL 08</i>	<b>Version No:</b>	3
		<b>Responsible Officer/s:</b>	Finance Manager
		<b>Classification:</b>	Administration
		<b>Issued:</b>	15 July 2013
		<b>Next Review:</b>	March 2028

## 1. Purpose

- To ensure all monies received by Council are fully accounted for and receipted and deposited to Council's bank account;
- To ensure consistency in procedures and standards in cash handling across all Council sites and services;
- To establish and maintain accountability for the flow of cash through Council;
- To provide a framework for cash handling and security of cash.

## 2. Scope

This policy applies to all Council employees, volunteers and agents involved with the handling of cash at designated sites, events and any staff members, volunteers or agents authorised to use or handle petty cash.

## 3. Definitions

<b>Cash</b>	electronic and credit card transactions, cheque and currency including notes and coins
<b>Cash handling</b>	petty cash, manual and electronic means of cashiering (cash, cheque, eftpos and credit card), floats (special events, collection of monies), banking preparation and reconciliation.
<b>Banking</b>	cash preparation and reconciliation for depositing with bank.
<b>Designated site</b>	those sites throughout Council that are involved in cash handling and merchandise control operations. These include but are not limited to: <ul style="list-style-type: none"> <li>• Principal Office</li> <li>• Port MacDonnell Community Centre</li> <li>• Mount Gambier Airport</li> <li>• Mount Gambier Saleyards</li> </ul>

## 4. Policy

The District Council of Grant believes that the establishment of strong internal controls for cash collection is necessary to prevent mishandling of funds and to safeguard against loss. Strong internal controls are also designed to protect employees from inappropriate charges of mishandling funds by defining responsibilities in the cash handling process.

### 4.1. Principles with respect to Cash Handling:

- Council will provide a safe working environment that protects the welfare of Council personnel and volunteers and safeguards cash and merchandise at designated sites;
- Cash receipting systems appropriate for each site will be installed and maintained;

	<b>Cash Handling Policy</b> <i>Policy No. FINPOL 08</i>	<b>Version No:</b>	3
		<b>Responsible Officer/s:</b>	Finance Manager
		<b>Classification:</b>	Administration
		<b>Issued:</b>	15 July 2013
		<b>Next Review:</b>	<b>March 2028</b>

- All cash must be kept secure in a locked drawer, container or safe;
- The borrowing or taking of cash from any float or till for personal benefit is prohibited;
- All cash received must be banked on the next banking day, unless formal prior arrangements have been made with appropriate Manager;
- A 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 to be dated and numbered in sequential order;
- Managers responsible for designated sites must maintain current documentation of all cash handling instructions and processes, including:
  - security and safety measures for transporting cash,
  - daily record and reconciliation of cash taken and receipted,
  - reconciliation of manual receipts,
  - petty cash reconciliation and claims,
  - register of security codes and/or safe keys.

## 5. Responsibilities

Council employees responsible for handling cash must comply with this policy. It is the responsibility of Council employees involved in the handling of cash to understand the meaning and intent of this policy.

## 6. References / Other Documents

Employee and Volunteer Code of Conduct  
 Internal Financial Control Policy  
 Fraud & Corruption Prevention Policy  
 Internal Financial Controls Procedures

## 7. Review

This Policy shall be reviewed by the District Council of Grant at a minimum, once within every four (4) year Council term (or on significant change to legislation or other matters which could affect this policy).

	<b>Cash Handling Policy</b> <i>Policy No. FINPOL 08</i>	<b>Version No:</b>	3
		<b>Responsible Officer/s:</b>	Finance Manager
		<b>Classification:</b>	Administration
		<b>Issued:</b>	15 July 2013
		<b>Next Review:</b>	<b>March 2028</b>

Action	Date	Minute Reference
Adopted by Council	15 July 2013	13074.2
Reviewed	1 February 2016	16007.1
Minor formatting amendments	4 May 2020	Governance Officer
Amended	7 April 2021	21052.1
Reviewed	1 February 2024	Management Team