

	Cash Handling Policy <i>Policy No. FINPOL 08</i>	Version No:	1.0
		Responsible Officer/s:	Deputy CEO
		Issued:	15 July 2013
		Next Review:	June 2019

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

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 depositing with bank.

Designated site – those sites throughout Council that are involved in cash handling and merchandise control operations. These include but are not limited to:

- Principal Office
- Port MacDonnell Community Centre
- Mount Gambier Airport
- Mount Gambier Saleyards
- Waste Transfer Sites

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.

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;
- 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;

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- Cash will be collected from specific sites by Council's authorised collection agent, unless specific alternative arrangements have been made;
- 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:

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

7. Review

This Cash Handling Policy shall be reviewed by the District Council of Grant at minimum every four (4) years, within 12 months of a general election (or on significant change to legislation or other matters which could affect this policy).

Action	Date	Minute Reference
Adopted by Council	15 July 2013	13074.2
Reviewed	1 February 2016	16007.1