

POLICY: CORP-F-011

NAME : CASH HANDLING POLICY

PURPOSE:

To provide a framework and process for cash handling and cash security to ensure the City fulfils its statutory financial obligations and that any associated risk is minimised. This policy applies to all City employees involved with the handling of cash at designated sites.

The objective of the policy is to:

- Ensure all amounts due and receipted to the City are collected and deposited to the City's bank account on a regular and timely basis.
- Ensure consistency in procedures and standard in cash handling across all City sites and services.
- Establish and maintain accountability for the flow of cash through the City.
- Ensure the handling of cash throughout the City, along with any associated risk, is minimised and all statutory financial obligations are met.

DEFINITIONS:

Cash – Currency including notes and coins, electronic (eftpos), cheque and credit card transactions.

Cash Handling – petty cash, manual electronic means of cashier (cash, cheque, eftpos and credit card), handling of cash, floats (special events, collection of money), banking preparation and reconciliation.

Banking – cash preparation and reconciliation for collection by the City's authorised staff or agent for depositing with the bank.

Authorised Agent – a person who has written authority and wears identification connecting them to the City's sponsored operation or program, or a partner of the City at a designated site, who collects, transits and safeguards cash on the City's behalf.

Designated Site – those sites throughout the City that are involved in cash handling operations.

Designated Sites

- The physical environment of each designated site must be established and maintained to minimise the risk to the City, staff and authorised agents.

- Each designated site must have a secure storage area for the storage of cash.
- Each designated site must have an acceptable level of security that protects staff, authorised agents and cash.

Computer Applications

- Each operator must have a unique log in and password that is used only by that operator.
- Each operator must be assigned the correct level of access, as approved and authorised by the Manager Information Technology, for the requirements of the function performed.
- The operation of cash handling applications must conform to existing backup procedures, interface with existing corporate financial systems and assign security levels based on the operator's log in.
- Business continuity management procedures must be in place and be familiar to all operators in order to maintain normal business processes in the event of system failure.
- Staff and authorised agents must have access to cash handling applications removed, by the Information Technology Services, on departure from the City or when they are no longer

STATEMENT

A. PRINCIPLES OF CASH HANDLING

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

- Council must provide a secure work environment that will protect the welfare of staff and authorised agents and safeguard cash at designated sites.
- All cash must be kept secured in a locked drawer, locked petty cash box or safe. Where cash is kept in a locked petty cash tin, the cash tin is to be stored out of sight at all times in a safe locked cabinet or drawer.
- 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.
- 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 the City Administration office or designated site must be banked on the next banking day, unless prior arrangements are made with the City Accountant or Financial Controller.

- All cash received at the City Administration office or designated sites must be receipted into the City's electronic system or an official manual receipt book, each such receipt is to be dated and numbered in sequential order. Managers and supervisors responsible for designated sites must maintain current documentation of all cash handling procedures and processes, including;
 - Security and safe measure for transporting cash to the City Administration office or bank.
 - Security and procedure for access to keys and/ or safe combinations
 - Record and reconciliation of cash taken and receipted.
 - Petty cash reconciliation and claims.

B. DISCREPANCIES / “OVER AND UNDER”

Council acknowledges the minor discrepancies in cash taking occur from time to time when dealing with cash. All discrepancies regardless of whether that discrepancy is a surplus or deficiency must be recorded on the cashier's worksheet, and authorised by the employee's supervisor. Discrepancies must be accompanied by a written explanation by the cashier responsible. Surplus cash held at any site should be deposited into the City bank account.

C. REPORTING MISSING OR STOLEN MONEY

Regardless of the amount, missing money or stolen money must be reported to the Financial Controller. 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, a written detailed account of the events must be provided to the Financial Controller, no later than 24 hours of realising the money is missing.

Customers and staff will be encouraged to use non-cash methods to make payment. Staff and authorised agents must be trained, authorised and delegated with the appropriate level of responsibility in all aspects of the cash handling process. Borrowing or taking cash from any float or till for personal benefit, however minor, is prohibited.

Roles and Responsibilities

Custodian	Custodian Officer Responsible For Implementation
CFO/Financial Controller	City Accountant
	Executive Manager Council Businesses and Property
	Manager Goldfields Oasis Recreation Centre
	Coordinator Library & Heritage Services
	Golf Course Coordinator
	Airport Manager
	Environmental Health & Ranger Services Team Leader
	Manager Art Centre Team Leader Goldfields Arts Centre

RELEVANT DOCUMENTS

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

City of Kalgoorlie-Boulder - Code of Conduct

City of Kalgoorlie-Boulder - Cash Handling Procedures