

# CASH HANDLING POLICY

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## 1. OBJECTIVE

The objective of the policy is to ensure the handling of cash throughout the organisation, along with any associated risk, is minimised and all statutory financial obligations are met.

## 2. PRINCIPLES

Council must provide a secure work environment that will protect the welfare of staff and authorised agents and safeguard cash at designated sites.

Appropriate cash receipting systems, consistent with corporate objectives, must be installed to support cash handling at designated sites.

A standard and approved process for cash handling is to be reviewed annually and complied with at all times.

Customers and staff will be encouraged to use transaction processes that do not require cash.

Staff and authorised agents must be trained, authorised and delegated with the appropriate level of responsibility in all aspects of cash handling process and be aware that borrowing or taking cash from any float or till for personal benefit, however minor, is prohibited.

### 2.1 Definitions

**Cash** – Australian notes and coins.

**Cash Handling** – petty cash, manual 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.

### 2.2 Application of Policy

This policy applies to all City employees, authorised agents including volunteers involved with the handling of cash applicable to any City operation or program and any staff members authorised to dispense petty cash.

### 2.3 Security

The following minimum security standards must be applied to all designated sites and computer applications:

### **2.3.1 Designated Sites**

- The physical environment of each designated site must be established and maintained to minimize 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.

### **2.3.2 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 involved in a position that requires cash handling.

### **2.3.3 Management of Cash Handling Processes**

Cash handling processes require that:

- Customers making payments in person at designated sites must be issued with a receipt from an installed City electronic system or an official receipt book, each such receipt to be dated and numbered in sequential order.
- All discrepancies as a result of cash handling processes, must be recorded, processed and reported.
- All City deposits must be recorded and reconciled to the City's bank account.
- All payments made to the City must be banked on the next banking day, unless prior arrangements have been made with the Financial Accountant.
- Cash in transit must be accounted for and transported in a secure manner.
- All cash is to be held in a locked draw or locked petty cash box.
- Only City cash may be stored in the City's safe keeping devices at designated sites.

## **3. CONSEQUENCES**

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

## **4. ROLES AND RESPONSIBILITIES**

<b>Custodian</b>	<b>Officer Responsible For Implementation</b>
Manager Financial Services/ CFO	Manager Governance and Organisational Strategy
	Financial Accountant
	Management Accountant
	Manager Recreation Facilities
	Manager Community and Engagement
	Manager Leisure
	Manager Regulatory Services

## 5. REFERENCES TO RELATED DOCUMENTS

Include any informing guidelines, procedural documents and forms.

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- *Local Government Industry Award 2010*
- *Shire of Roebourne Enterprise Bargaining Agreement 2012*
- City of Karratha - Code of Conduct
- City of Karratha - Cash Handling Procedures

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Responsible Officer:	Manager Financial Services/CFO

*This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*