

Cash Handling Policy

2022



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Further Document Information and Relationships	
Related Legislation*	Local Government Act 1993 Local Government (General) Regulation 2021 Independent Commission Against Corruption Act 1988
Related Policies	Code of Conduct Fraud and Corruption Prevention Policy
Related Documents	Nil

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1. Objective

The objective of this Cash Handling Policy (“this Policy”) is to ensure that Liverpool Plains Shire Council (“Council”) has a framework to effectively manage the risks inherent in cash handling and ensure financial and service delivery obligations are fulfilled.

2. Scope

This Policy applies to:

- Council Officials;
- Contractors; and
- Volunteers

3. Definitions

Term	Definition
Banking	Cash preparation and reconciliation for collection by Council’s authorised collection agent for depositing with bank.
Cash	Currency including notes, coins, electronic and credit card transactions, cheques or bill of exchange.
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.
Cashier	Any Council Officer, Contractor or Volunteer authorised by the General Manager to receive, receipt and deal with monies.
Designated Site	Those Council sites that are involved in cash handling and merchandise control operations. These include, but are not limited to: <ul style="list-style-type: none"> • Council Administration Centre; • Quirindi Recycling Depot; • Eastside Child Care Centre; • Quirindi Recreation Centre; • Quirindi Swimming Pool; • Werris Creek Swimming Pool; • Willow Tree Visitor Information Centre; • Quirindi Library; • Werris Creek Library; • Quirindi Royal Theatre; • Service NSW; • Quirindi Commonwealth Home Support; and • Werris Creek Commonwealth Home Support.

4. Policy Statement

Council must provide a secure work environment that will protect the welfare of staff and authorised agents and safeguard cash. All council officers responsible for handling cash must undertake the appropriate training and demonstrate competency in their acquired skills. Cash handling information must not be disclosed or discussed with anyone other than authorised Council officers and agents.

Council will implement and ensure compliance with procedures for cash handling for all designated sites. Managers must regularly review and maintain current documentation of all cash handling procedures and processes applicable to their business operations.

Council is to encourage customers and staff to use electronic transactions processes in order to minimise the use of currency (notes and coins).

Appropriate receipting systems must be implemented at all designated sites where cash handling is performed. An official Council receipt must be processed and issued with every financial transaction on the same day the transaction occurs.

Cash floats will be allocated to an authorised council officer at all designated sites and will be recorded as “Cash on Hand” and reconciled on a regular basis by an independent officer. All cash floats must be counted, reconciled and authorised both prior to use and upon completion of transaction processing.

Only council cash is to be stored in council safekeeping facilities and borrowing or taking of cash from any float or till for personal use is not permissible under any circumstances.

Cash must not be left unattended unless secured in a drawer or safe.

Petty cash and cash equivalent items will be processed by Customer Services. These items are to be securely stored and accessed only by authorised cashiers. All documentation must be appropriately authorised and reconciled.

All banking transactions are to be reconciled on a daily basis by an authorised Finance Department officer. Any discrepancies are to be investigated and reported to the responsible Manager for review.

All cash handling processes must be documented and authorised by the Chief Financial Officer.

Any discrepancies between receipts issued and takings on hand must be reported directly to the Finance Department upon discovery. Overs must not be held and must be processed as a cash adjustment and receipted.

Council’s Finance Department to conduct regular and random audit (including surprise physical cash count at designated sites) of the recording and reconciliation procedures

implemented by each designated site to ensure that the correct records are kept and that all internal controls implemented.

5. Responsibility/Accountability

It will be the responsibility of all Managers/Supervisors of applicable work areas to induct staff in the workings of this Policy and relevant procedures for their team.

The Chief Financial Officer is responsible for the implementation and review of the cash management process and ensure compliance with the adopted procedures.