



## 1. PURPOSE

To ensure the Weddin Shire Council has consistent and strong internal controls for cash handling to support and guide employees who deal with cash and to provide a safe working environment that protects the welfare of Council employees while safeguarding cash.

Council receives cash from customers in the course of providing services. All employees who receive funds on behalf of Council have a responsibility to ensure the funds are received, held, accounted for and deposited in a secure manner.

## 2. POLICY OBJECTIVES

The objective of this policy is:

1. to ensure that all cash received by Council is fully accounted for and deposited to Council's bank account;
2. to provide a framework for cash-handling and the security of cash; and
3. to establish and maintain accountability for the flow of cash through Council.

Strong internal controls for cash handling are necessary to prevent mishandling of funds and to safeguard against loss. Internal audits will be conducted periodically.

Instances of employee non-compliance with the Cash Handling Policy and related procedures or inability to reconcile cash takings will be reported for internal auditing purposes.

Community groups collecting cash on behalf of Council (e.g. facility bookings paid directly to s355 committees) are excluded from this policy.

## 3. LEGISLATION

- Council Policy 1.28.01 Fraud and Corruption
- Council Policy 16.08.02 Work Health and Safety
- Work Health and Safety Act 2011 No 10
- *Local Government Act 1993*

## 4. APPLICATION/SCOPE

This Policy applies to all locations (including offsite events) that the Weddin Shire Council is responsible for handling cash.



## 5. POLICY

### 5.1. Roles and Responsibilities

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.

Roles	Responsibility
The Elected Council	The Elected Council must act in accordance with this Policy and abide by any determination made as a result of this Policy.
General Manager	The General Manager is responsible for the overall control and implementation of the Policy.
Director of Corporate Services	The Director of Corporate Services is responsible for audit control, monitoring and reporting.
Council Officers	Council officers must act in accordance with this policy and abide by any determination made as a result of this policy.

### 5.2. CASH HANDLING

Sites are encouraged to actively move towards reducing cash transactions (e.g. by promoting use of EFTPOS) to reduce the risks surrounding the collection, holding and recording of cash transactions.

5.3. All cash must be kept secure in a locked drawer or safe.

5.4. All cash must be deposited the next business day.

5.5. A receipt must be offered for all transactions in accordance with the approved receipting procedure at each designated site, with an appropriate cash receipting system installed and maintained for each site.

5.6. All employees undertaking cash handling, banking and related duties must be appropriately trained. Managers responsible for sites must maintain and make available to employees all current cash handling policies, instructions and procedures.

5.7. Borrowing or taking cash from any float or till for personal benefit is prohibited.

### 5.8. PETTY CASH

5.9. Petty cash must only be used to purchase goods and services where such goods and services are not readily or cost-effectively obtainable through Stores or other means of procurement. It may be used for purchases required at short notice or in the event of an emergency.



**5.10.** All expenditure reimbursed through the petty cash system must relate to the business of Council, be covered by a budget and be in accordance with this policy and Council's procurement policies.

**5.11.** Petty cash claims are limited to expenditure of up to \$100 per claim.

Claims over

\$100 are paid through the accounts payable system (Employee Expense Claim Form). This requirement must not be avoided by breaking down expenditure into a number of smaller claims. Claims must be submitted as soon as possible after a purchase.

**5.12.** All petty cash disbursements will be approved in accordance with Council's delegation of authority as long as it is certain that the expenditure is for Council's business purposes. Council officers cannot authorise their own petty cash claims.

**5.13.** Petty cash will be phased out of all Council locations by the start of the 2024 financial year.

## **6. FRAUD AND CORRUPTION**

Council will conduct periodic audits/reviews to ensure all cash handling is being done transparently, responsibly and in accordance with Council's fraud and corruption prevention policies and processes to support cash handling controls are present and effective.

### **6.1. PROCEDURE**

It is a requirement that all Council Officers who handle cash sign, acknowledge and understand the Council's Cash Handling Procedures. Cash Handling Procedures will not be publicly displayed.

## **7. DEFINITIONS**

<b>Key Terms</b>	<b>Meaning</b>
Cash	Transactions of currency ie coins, notes
Cash Handling	Manual and electronic means of cashiering, cash floats, petty cash, receipting, banking preparation and reconciliation.
Site	Council facility that receives cash payments.
Council Officers	Council's permanent and temporary employees, contractors, volunteers and all others that perform work on behalf of Council and whose tasks include cash handling.



<b>Title: Cash Handling Policy   Policy Number 02.04.20</b>		
<b>Department: Corporate Services</b>		
<b>Version</b>	<b>Date</b>	<b>Author</b>
0.1 (New Policy)	20/10/2022	Director, Corporate Services
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Director Corporate Services will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.</p>		
<b>Review Date:</b>		
<b>Amendments in the release</b>		
<b>Amendment History</b>	<b>Date</b>	<b>Detail</b>
Adopted Resolution	20/10/2022 276/22	Placed on Public Exhibition for a period of 28 days; no submissions received by 28 November 2022. Council formally adopted the policy at the end of the Exhibition Period as per Resolution 276/22 of the 20 October 2022 Ordinary Council Meeting.
<b>Annexure Attached:</b>		
<p><b>Noreen Vu</b> <b>General Manager</b></p>		