

# POLICY



**Date adopted:** 28/08/2018  
**File no:** 705477-1  
**Minute number:** 266/2018

**Policy title:** CASH HANDLING

**Directorate:** ORGANISATIONAL SERVICES

**Branch:** FINANCE

**Policy objective:** To provide a framework and processes for cash handling and cash security that is responsible, safe and minimises the risk of loss or theft.

**Policy scope:**

This policy applies to all Council employees involved with the handling of cash at designated sites.

Council receives cash and cash equivalents from a variety of sources. All employees who receive funds on behalf of Council have a shared responsibility to ensure the funds are received, held, processed and deposited in a secure manner.

The purpose of this policy is to ensure that all cash and cash equivalents (cash) received by Council are fully accounted for and deposited to Council's bank account.

- (a) To provide a framework for cash handling and the security of cash.
- (b) To establish and maintain accountability for the flow of cash through Council.

**Definitions:**

TERM	DEFINITION
Banking	Cash preparation and reconciliation for collection by Council's authorised collection agent for depositing with the bank.
Cash and cash equivalents	Cheque and currency including notes and coins.
Cash handling	Manual and electronic means of cashiering (cash, cheque, Eftpos, and credit card), floats (special events, collection of monies), banking preparation and reconciliation.
Designated site	Those sites throughout Council that are involved in cash handling including customer services, libraries, art galleries, visitor information centres, entertainment and sporting centres.

**Policy statement:**

Cash handling - cashiers

This policy is to be read in conjunction with Council's 'Cash Handling' management directive, which provides the detailed steps, responsibilities and guidance in support of the following key principles:

1. Council will provide a safe, healthy and secure working environment that protects the welfare of Council employees and safeguards cash and personal records in transit or held at designated Council sites.
2. Managers responsible for designated sites will ensure that the cash handling policy, cash handling management directive, procedures and guidance will be provided to relevant employees, understood and adhered to.
3. Finance will undertake regular risk assessments of both the physical and electronic cash handling environments to identify and prioritise high, medium and low risk cash handling locations.
4. Finance will ensure that Cash Handling Sites are kept informed of cash handling best practice, and Payment Card Industry Data Security Standards (PCI DSS).

**Related policies/legislation/other documents:**

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
<a href="#">8892466</a>	Management Directive	Cash Handling Practices
<a href="#">6154088</a>	Policy	Risk Management
<a href="#">6586907</a>	Risk framework	Enterprise wide risk management framework.
-	Legislation	The Local Government (Finance, Plans and Reporting) Regulation 2010 Chapter 3 "Financial sustainability and accountability"