



Policy Owner: Director Corporate Services

Direction: 5. Our Civic Leadership

1. STATEMENT OF INTENT

North Sydney Council is committed to providing a framework to effectively manage the risks inherent in cash handling and ensure financial and service delivery obligations are fulfilled.

2. ELIGIBILITY

This policy applies to all officers and agents of council.

3. DEFINITIONS

- 3.1 **Cash** - Electronic and credit card transactions, cheques, currency (notes and coins) and cash equivalent items such as gift vouchers, taxi cab vouchers and parking permits.
- 3.2 **Cash handling** - Petty cash, manual and electronic means of cashiering (cash, cheque, eftpos and credit card), floats, banking preparation and cashier reconciliation.
- 3.3 **Designated sites** - Those premises and areas throughout council that are recognised as being involved in cash handling operations.
- 3.4 **Banking** - Cash preparation and reconciliation for collection by council's authorised collection agent for bank deposits.
- 3.5 **Cashier** - Authorised Council officer responsible for receiving and receipting cash

4. PROVISIONS

- 4.1 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.

- 4.2 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.
- 4.3 Council are to encourage customers and staff to use electronic transactions processes in order to minimise the use of currency (notes and coins).
- 4.4 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.
- 4.5 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.
- 4.6 Cash must not be left unattended unless secured in a drawer or safe.
- 4.7 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.
- 4.8 Only Council's appointed collection agent may transport or take cash from designated sites, unless formal prior arrangements have been made with the Financial Services Manager.
- 4.9 All banking transactions are to be reconciled on a daily basis by an authorised Finance Section officer. Any discrepancies are to be investigated and reported to the responsible manager for review.
- 4.10 Petty cash and cash equivalent items will be processed by Customer Services. These items are to be securely stored and accessed only by authorised council officer. All documentation must be appropriately authorised and reconciled.
- 4.11 All cash handling processes must be documented and authorised by the Manager Financial Services.
- 4.12 Any discrepancies between receipts issued and takings on hand must be reported directly to the Finance Section upon discovery. Overs must not be

held and must be processed as a cash adjustment and receipted to the general ledger.

5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 All council officers and agents must be aware of this policy, especially Council staff with cashier and customer service responsibilities.
- 5.2 Those managers that have cash handling responsibilities are accountable for ensuring that the procedures are regularly reviewed, updated and implemented.
- 5.3 The Manager Finance Services for the implementation and review of the cash management process and ensure compliance with the adopted procedures.

6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with:

- Adopted Cash Handling Procedures for the Designated Site
- Code of Conduct - Councillors and Staff
- Code of Conduct - Contractors, their Staff and Business Associates
- Local Government Act 1993
- Local Government (General) Regulations
- Independent Commission against Corruption Act 1988
- Work Method Statements from Cash Collection Contractor
- Customer Service Policy
- Petty Cash Procedures
- Fraud and Corruption Prevention Policy
- Risk Strategy

Version	Date Approved	Approved by	Resolution No.	Review Date
1	20 July 2015	Council	253	2016/17
2	25 June 2018	Council	214	2020/21