

Finance

Cash Handling

Objective

The objective of the policy is to ensure the handling of cash throughout the Shire of Koorda (“the Shire”), along with any associated risk, is minimised and all statutory financial obligations are met.

Policy

Definitions

TERM	DEFINITION
Authorised Agent	A person who has authority and wears identification connecting them to the Shire’s sponsored operation or program, or a partner of the Shire at a designated site, who collects, transits and safeguards cash on the Shire’s behalf.
Banking	Cash preparation and reconciliation for collection by the Shire’s authorised staff or agent for depositing with the bank.
Cash	Australian notes and coins
Cash Handling	Petty cash, manual handling of cash, floats (special events, collection of money), banking preparation and reconciliation.
Designated Site	Those sites throughout the Shire that are involved in cash handling operations

Application of Policy

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

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.

Security

Designated Sites

- The physical environment of each designated site must be established and maintained to minimise the risk to the Shire, 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.

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 CEO and/or Deputy CEO, 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 on departure from the Shire or when they are no longer involved in a position that requires cash handling.

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 Shire 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 Shire deposits must be recorded and reconciled to the Shire's bank account.
- All payments made to the Shire must be banked on the next banking day, unless prior arrangements have been made with the CEO or Deputy CEO.
- Cash in transit must be accounted for and transported in a secure manner.
- All cash is to be held in a locked safe, locked draw or locked petty cash box.
- Facility managers are responsible for ensuring that physical and password access to cash storage areas, safes, draws and petty cash boxes is removed when staff and authorised agents are no longer involved in a position that requires cash handling.
- Only Shire cash may be stored in the Shire's safe keeping devices at designated sites.

Consequences

This policy represents the formal policy and expected standards of the Shire.

Appropriate approvals need to be obtained prior to any deviation from the policy.

Elected Members and Employees are reminded of their obligations under their respective Code of Conducts to give full effect to the lawful policies, decisions and practices of the Shire.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government Industry Award 2010

Shire of Koorda Council Members, Committee Members and Candidates Code of Conduct

Shire of Koorda Employee Code of Conduct

Shire of Koorda Cash Handling Procedure

Review History

Date	Council Resolution	Description of review/amendment
24/03/2025	RES: 040325	Adoption of Policy