

**POLICY TITLE:**

CASH HANDLING POLICY

**POLICY STATEMENT:**

This Policy sets out good business practices for handling cash and cash receipts, with proper and consistent procedures.

This Policy will apply to all employees of the Town of Rainbow Lake.

**EFFECTIVE DATE:**

February 23, 2022, as per resolution no. 64-2022

**DEFINITIONS:**

**1.1** In this policy:

- a) "CAO" shall mean the Chief Administrative Officer of the Town of Rainbow Lake
- b) "Cash" shall be comprised of coin, currency, cheques, money orders, credit card transactions, debit transactions and electronic funds.
- c) "Cash Collection Points" shall be all departments or other units that handle cash on a regular basis.
- d) "Petty Cash" shall mean an accessible store of money kept by the town for the expenditure of small items.

**POLICY PROCEDURES:**

**1.2** All payments should be secured, deposited and/or processed within 24 hours of receipt (when applicable).

- 2.1 Documentation for each transaction may be generated manually (receipt form) or using a cash register or point of sale system that will provide detailed and/or summary of information.
- 2.2 Reconciliation and counting of receipts should be done daily.
- 2.3 Cash funds must not be left unattended. Cash funds must be stored in a cash box within a register, safe or locked cabinet, to which access is restricted to preferably the person in a department acting as a cashier

**Guidelines for Cash Collection Points**

- 3.0 All cash received must be recorded through a cash register. If a cash register is not available, a pre-numbered receipt form must be issued to the customer and a duplicate copy retained at the cash collection point until it is deposited/reconciled.
- 3.1 Cheques must be made payable to The Town of Rainbow Lake.
- 3.2 Cash may be delivered to the Town Office from other cash collection points, to be receipted and included in the main deposit.
- 3.3 Employees that handle cash payments will be issued a Cash Float for the purpose of making change. These cash floats are to be kept for that purpose and are not to be used for personal loans, or for payment of expenses.

**Guidelines for Petty Cash Funds/Expenses**

- 4.0 It is the responsibility of Town staff who maintains petty cash funds to adhere to this policy and guidelines.
- 4.1 The petty cash fund must be kept in a safe or locked cabinet under the control of the responsible person. Only the responsible person may have access to the petty cash fund.
- 4.2 The petty cash fund must always contain the authorized amount in cash and/or paid vouchers. The funds may not be used for personal loans, cashing cheques, or for salaries

- 4.3 Petty cash should be used as a convenient method to pay small claims and is not intended for larger payments or frequent payments, which should be paid through the normal process.
- 4.4 To replenish the petty cash fund, a Petty Cash Reimbursement Form must be completed. The form would show persons reimbursed, the amounts and the account numbers to be charged. All receipts must be attached with approvals from the signing authority for the account charged

**Amendments:**

This policy may, from time to time, may be amended by a majority vote of the Town Council of Rainbow Lake, at a regularly scheduled Council meeting.



Mayor



Chief Administrative Officer

**NEXT REVIEW DATE: FEBRUARY 23, 2025**