

Department: Administration Department
Responsible: Administrator



Content Updated: 11/06/2025

Policy Title:

Cash Handling Policy

Council Resolution Number: 398/25

Date of Approval: June 11/25

Policy No: 2025-02

Page 1 of 1

1. PURPOSE OF THIS POLICY

The purpose of this policy is to establish procedures for the handling of cash and cheques to prevent fraud and to ensure accurate financial record keeping and reporting.

2. DEPARTMENT(S) AFFECTED

2.1 All Departments

2.2 The Administrator shall make decisions in accordance with this policy.

3. POLICY

3.1 Cash shall always be in double custody. The only exception is when the Administrator, or Assistant Administrator takes a deposit to the bank.

3.2 Cash and undeposited cheques shall always be kept in the vault. Only the Administrator and Assistant Administrator shall have access to cash in the vault. The vault shall be locked at the end of each work day prior to departure.

3.3 Duties for handling cash shall be separated as thus: the Assistant Administrator shall handle the receipting process and prepare the deposits, and the Administrator shall do the bank reconciliations.

3.4 The limit for cash on hand shall be three thousand dollars (\$3,000.00); once the limit is reached a deposit shall be promptly made.

3.5 Deposits shall be made every Friday to ensure that cash is not kept in the vault over the weekend.

3.6 The minimum float for petty cash shall be limited to two hundred dollars (\$200.00).

3.7 Any payments made from petty cash, shall have a receipt signed by either the Administrator or the Assistant Administrator to record what was removed and that receipt shall be placed in the petty cash drawer so that the petty cash can be reconciled at the end of the month.

3.8 Petty cash shall be reconciled each month or when funds are running low.

3.9 All cheques require two signatures – one from a member of Council with signing authority and one from either the Administrator or the Assistant Administrator. Cheques shall not be left presigned.

4.0 All VOID cheques must be presented to and acknowledged by Council at a General Meeting of Council and provided to the auditor.

4.1 ONLY the Administrator and the Assistant Administrator shall have keys to access the Town Office.

4.2 ONLY the Administrator and the Assistant Administrator shall have the combination to the vault.

4.3 ONLY the Administrator and the Assistant Administrator and Insight Hosting IT Support shall have access to the password binder for the Town. One password binder shall be always kept in the vault.

4.4 ONLY the Administrator shall be permitted to make journal entries to adjust general ledger accounts.

4. RESPONSIBILITY

4.1 The Administrator is responsible for ensuring compliance with this policy.

4.2 This Policy cannot be amended without Council's approval.

Signed by:

Mayor

Administrator