



# Cash Discrepancies Policy

## 1 Document Information

<b>Version Date</b> <i>(Draft or Council Meeting date)</i>	22 May 2018
<b>Author</b>	Finance Manager
<b>Owner</b> <i>(Relevant director)</i>	Director of Finance & Corporate Services
<b>Status –</b> <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Adopted by Council
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<b>Minute number</b> <i>(once adopted by Council)</i>	18/05/20

## 2 Summary

This Policy outlines the reporting requirements relating to Cash Discrepancies (shortages and surpluses).

## 3 Approvals

Title	Date Approved	Signature
General Manager		

## 4 History

Minute No.	Summary of Changes	New Version Date
15 June 2009	Adopted by Council at June 2009 meeting	(09/06/16)
10/02/17	Readopted by Council	15 February 2010
13/09/30	Readopted as per s165(4)	17 September 2013
18/05/20	Readopted as per s165(4)	22 May 2018

## 5 Reason

Required to provide limits at which cashiering shortages/surpluses need to be reported and to whom.

## 6 Scope

Applies to all Council offices and cashiers.

## 7 Associated Legislation

## 8 Definitions

## 9 Responsibilities

### 9.1 GM

A cashiering shortage greater than \$100.00 or a cash surplus amount greater than \$100.00 is to be reported to the General Manager

### 9.2 Directors and Managers

Any shortage over the amount of \$5.00 or any surplus over the amount of \$5.00 is to be reported to the appropriate office supervisor, being either the Director of Finance & Corporate Services or the Director of Engineering & Technical Services. In the absence of the appropriate office supervisor discrepancies should be reported to the Finance Manager.

## 10 Related Documents

Document Name	Document Location

## 11 Policy Statement

### Recording of Discrepancy

Each Office is to keep a record of all discrepancies in daily balances.

### Cash Shortage

- 1) Any shortage over the amount of \$5.00 is to be reported to the appropriate office supervisor, being either the Director of Finance & Corporate Services or the Director of Engineering & Technical Services. In the absence of the appropriate office supervisor discrepancies should be reported to the Finance Manager.
- 2) Where a shortfall in cash occurs the appropriate Director may authorise the use of petty cash up to \$50.00. This will be subject to the availability of petty cash funds. Alternatively a cheque may be drawn to Cabonne Council for the amount of the shortage. The cheque is to be drawn against job number 10013-000. The cheque is to be banked with the cash/cheques collected on the day the shortage occurred. This will ensure that the amount deposited with the bank will agree with the total receipted for that day. This also allows for the full cash float to be available for the next day's receipting.
- 3) The circumstances surrounding each cash shortage are to be assessed and noted by the relevant supervisor, including but not limited to the level of experience of the

cashier, volume of transactions and previous history of cash shortages, to determine any further training or action that may be required.

- 4) In the event that an individual cashier reports cash shortages regularly the cashier may be required to reimburse Cabonne Council to the value of the shortages. The cashier may also be subject to disciplinary action in accordance with Council policy and procedures.
- 5) A cashing shortage greater than \$100.00 is to be reported to the General Manager.

### **Cash Surplus**

- 1) Any surplus over the amount of \$5.00 is to be reported to the appropriate office supervisor, being either the Director of Finance & Corporate Services or Director of Engineering & Technical Services. In the absence of the appropriate office supervisor discrepancies should be reported to the Finance Manager.

Written advice detailing the amount and date of the surplus should be supplied to both the Rates and Debtors sections in case the amount becomes an issue in respect of an outstanding account.

- 2) When a cash surplus occurs amounts are to be receipted to trust as unclaimed monies. A new job number will need to be created for each occurrence with the job description showing the office location and the date of the discrepancy. The job number to use will be the next number available in the sequence 80074-xxx.

Where possible cash surpluses should be receipted on the day the discrepancy occurs but no later than the next working day.

- 3) Cash surplus amounts greater than \$100.00 are to be reported to the General Manager.