



Cash Float and Cash Handling Policy

Reference Number:	3.13
Type:	Council
Category:	Corporate Services
Relevant Community Vision Outcome:	<u>Responsible Governance</u> We will manage our city in a sustainable and affordable way with responsible governance. <u>Excellence in Customer Experience and Service Provision</u> We will foster an organisational culture focused on continuous improvement and delivering excellence in customer experience and service provision.
Responsible Officer(s):	Manager Financial Services
First Issued/Approved:	July 1996
Minutes Reference:	CoS 03/08/2026, Item 4.2
Last Reviewed:	August 2026
Next Review Due:	August 2028
Applicable Legislation:	Local Government Act 1999 Local Government (Financial Management) Regulations 2011
Related Policies:	Credit Card Policy
Related Procedures:	Cash Float & Employee Reimbursement Procedure; Cash (EFTPOS) handling procedures for relevant business units

1. Purpose

This Policy establishes Council's requirements for the approval, administration and control of cash floats and cash handling activities across the organisation.

2. Scope

This Policy applies to all employees, volunteers and business units involved in the approval, administration, reconciliation, safekeeping, receipting or banking of Council cash and, EFTPOS transactions .

Employee reimbursements are not to be settled through use of the cash float and is therefore outside of the scope of this Policy.

3. Policy Statement

Council may operate approved cash floats where they are required to support cash change requirements for services that receive cash from the community. Cash floats are for change purposes only and must not be used for cash advances or employee expense reimbursements.

Cash floats must be approved by the Manager Financial Services or authorised delegate before being established, amended or closed.

Each cash float must have an assigned responsible officer who is accountable for safeguarding the float, maintaining appropriate documentation and ensuring reconciliations are completed and independently reviewed.

Cash float reconciliations must be completed and signed off at least daily. Discrepancies must be reported to the Financial Controller and Operations Lead.

Responsible officers and relevant staff must read, understand and acknowledge the Cash Float and Employee Reimbursement Procedure and any applicable business unit cash handling procedures before administering cash floats or cash handling activities.

Cash float reimbursements must only be processed where appropriate supporting documentation is provided and the expenditure complies with Council's Procurement Policy and relevant delegations.

For GST-inclusive expenses, a complying tax invoice must be provided. Supporting documentation must be saved in Council's records management system and referenced on the Payment Voucher prior to approval.

Business units responsible for cash or EFTPOS transactions must maintain documented procedures to ensure funds are receipted, reconciled and banked in a timely manner, with an appropriate audit trail and internal controls.

Cash handling procedures must be reviewed by the Financial Controller and Operations Lead to confirm that controls are appropriate, responsibilities are clear and all monies are accounted for.

An audit or independent review of cash floats must be undertaken at least annually.

4. Definitions

N/A