

Cash Handling Policy

2B.021

Section: 2.0 General Government and Administrative Services
- B. Finance

Authority: General Manager of Corporate Services

Statement

The Municipal District of Bonnyville (M.D.) shall have a policy regarding the collection, handling and safe storage of cash, cheques, and other negotiable instruments (including gift cards, etc.) at the various locations within the municipality dealing with funds.

Purpose

To ensure that funds that are collected and stored at the various M.D. locations are handled and stored in a proper and safe manner.

Procedure

- (1) During operating hours, all funds shall be stored in a locked drawer (or in the safe/vault) so that the funds are not accessible to the public or unauthorized staff. At the end of each working day, all funds not deposited shall be locked in the safe/vault.
- (2) Any funds received during the course of the day shall be receipted and the receipts shall be reconciled at the end of each working day by authorized staff, appointed by the General Manager of each location. For locations with Point of Sale (POS) bank machines, the 'close' procedure shall be completed at least every three days (to meet the conditions of the Interac Agreement).
- (3) The only employees with access to the safe/vault shall be the General Manager and the authorized staff.
- (4) At a minimum all funds received (except funds for security deposits for equipment or for reservations) shall be deposited in the municipality's bank account when any one of the following apply:
 - (a) the total of the undeposited receipts exceed \$10,000 at the end of the day;
 - (b) on the last working day of each week;
 - (c) by noon of the last work day of the calendar year.
- (5) The authorized staff shall prepare all deposits and deliver them to the municipality's bank account. The Municipal Administrator shall appointment the person(s) responsible for delivering the deposits to the municipality's bank from the Main Administration Office.
- (6) Non-Sufficient Fund (NSF) cheques:

When a customer's cheque is returned NSF:

 - (a) Finance will receive and retain the NSF cheque.
 - (b) Finance will provide the General Manager of the appropriate department with the details of the NSF cheque and that department will be responsible for collecting on the NSF cheque.

- (c) If a replacement cheque is received for the NSF cheque, a new receipt will not be issued, and the replacement cheque will be deposited separate from other cash and cheques.
 - (d) If the funds to replace the NSF cheque are received by other than cheque the replacement funds shall not be receipted and shall be deposited with the current receipts. On the cash deposit reconciliation the NSF replacement funds shall be noted as "NSF cheque replacement funds" in order that the actual receipts and the deposit will balance.
 - (e) If NSF cheque replacement funds are received notify Finance in writing.
 - (f) If the NSF cheque is uncollectible notify Finance in writing that it is uncollectible.
- (7) Security Deposits:
- (a) Security deposits may be paid by any payment type accepted by the municipality at that particular municipal location.
 - (b) Security deposits are not to be deposited and are to be kept secure in accordance with Section 1.
 - (c) Security deposits paid by cheque should be on a separate cheque than other fees. If the security deposit and fee are both included on one cheque:
 - (i) The cheque is to be deposited as required in Section 4.
 - (ii) Upon satisfactorily meeting the terms of the agreement, the security deposit will be refunded through the completion of an Accounts Payable voucher, coded and signed in accordance with the M.D. Procurement Policy (#2B.012), and submitted to the Accounts Payable Clerk for reimbursement in the next accounts payable run.
 - (d) Upon satisfactorily meeting the terms of the agreement, the security deposit will be refunded to the person who signed the agreement by the same method of payment in which it was paid (i.e. cheque if originally paid by cheque, VISA if originally paid by VISA, etc.) A signature must be attained upon the return of the security deposit indicating that they are in receipt of their security deposit.

Policy Review

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Previous Policy Number: (prior to July 24, 2019)	10.12.40
Related Documentation: (plans, bylaws, policies, procedures, etc.)	Policy: Procurement Policy (#2B.012)