



AGENDA ITEM ANALYSIS

Project/Issue Name: 22-R-59 A Resolution of the City Council Adopting a Cash Handling Policy.

Submitted By: Meghin Cook, Finance Director

Date: 9/20/2022

Issue Statement

A resolution to adopt the Cash Handling Policy. This is a new standalone policy as the City does not currently have one adopted for Cash Handling. We have practices set in place, but an adopted policy enhances internal controls.

Discussion and/or Analysis

The intent of the City of Republic's Cash Handling Policy is to provide management with reasonable, but not absolute, assurance that resources are being utilized and accounted for accurately, appropriately, consistently, and completely. The reliability with which the City can place upon its financial records is further dependent upon the effectiveness of procedures and controls that must also ensure that transaction processes, in terms of cash, are not exposed to unauthorized access and use.

The goal of this Cash Handling Policy is to ensure adequate internal controls by effectively safeguarding, depositing, and accounting for cash on behalf of the City of Republic and to maintain public trust. Additionally, this policy will provide guidance to departments on improving cash handler (hereby referred to as "cashier/custodian") skill and accountability, therefore limiting not only the City's losses, but also the City's involvement in investigations of losses of funds.

The term "Cash" is defined as currency, coin, check, money order, credit card, electronic funds, and other negotiable instruments payable in money to the City.

We outlined the responsibilities of City staff and standard cash handling procedures to include:

• Refunds	• Regulation of Change/Petty Cash
• Liability for Loss	• Regulation of Deposits
• Request/Increase/Change of Cash Funds	• Regulation of Returned Checks
• Security of Cash Funds	• Action Taken in Event of Theft

Refer to the attached copy of the Policy for additional details.

Recommended Action

Staff recommends approval.