



CATEGORY: ADMINISTRATION POLICY

Policy Title: Treasury – Cash and Cheque Handling and Cash Floats
Report Number: ALT2018-0189
Adopted by: Administrative Leadership Team
Effective Date: 2018/03/07
Last Amended: N/A
Policy Owner(s): Chief Financial Officer's Department, Finance

1. POLICY PURPOSE

1.1. The purpose of this policy is to define the business rules and responsibilities for the handling and storage of cash and cheques.

2. POLICY STATEMENT

2.1. The City Administration will ensure cash and cheques are properly handled and efficiently managed, mitigating the risk of any potential negative financial consequences. All City business units where Cashiers are involved in the handling or storage of cash and cheques must comply with the following:

- a. All cheques received payable to The City of Calgary are deposited in the daily bank deposit within 24 hours of receipt, or the next immediate banking day. Cheques for \$500,000 or more must be deposited that day. Treasury Division must be contacted upon receipt of such a cheque.
- b. Cash is not to be sent through the mail. If cash must be transported, arrangements must be made in compliance with the *Corporate Cash and Cheque Handling Rules*.

3. DEFINITIONS

3.1. *In this administration policy:*

- a. **“Cash”** means Canadian and US coins and notes as well as items that are cash equivalents such as certified cheques, money orders and bank drafts;
- b. **“Cash Float”** means a set amount of notes and coins held to facilitate cash sales and purchases of goods, services and other required

payments, held within an operational area, and will comprise of one or more cashier's float;

- c. **"Cashier"** means a City employee assigned responsibility for a cash float, including employees formerly referred to as Petty Cash Custodians;
- d. **"Cheque"** means a payment instrument received by The City from a third party;
- e. **"Malfeasance"** means the wrongful or unauthorized acquisition, use, appropriation or disposal of City assets (including monies, information, data, materials, labour or equipment), the violation of public trust or duty, or the misuse of position for personal gain as defined in the Labour Relations Policy; and
- f. **"Petty Cash Float"** means a cash float maintained solely for the purpose of providing reimbursements to City employees.

4. APPLICABILITY

4.1. This policy applies to all City business units where Cashiers are involved in the handling or storage of cash and cheques.

4.2. This policy also applies to the Calgary Police Service.

4.3. *This policy does not apply to:*

- a. Fare Collection Service, which reports to Transportation;
- b. Electronic payment methods; and
- c. Related authorities or civic partners of The City of Calgary.

5. LEGISLATIVE AUTHORITY

5.1. *Associated procedures and administration policies including the following:*

- a. Corporate Cash and Cheque Handling Rules; and
- b. HR-LR Labour Relations.

6. ROLES AND RESPONSIBILITIES

6.1. *Treasury is responsible for:*

- a. Overseeing, governing, and coordinating cash and cheque handling for each department; and
- b. Approving specific exceptions to the Cash and Cheque Handling Rules in response to a written business case outlining the business unit's operational need for the exception.

6.2. Chief Cash Controller is responsible for:

- a. Developing, maintaining and approving the *Corporate Cash and Cheque Handling Rules* for The City. Refer to the *Corporate Cash and Cheque Handling Rules* for further information;
- b. Approving the establishment, amendment or closure of any cash float in conjunction with Corporate Security; and
- c. Auditing all cash handling and storage operations periodically for compliance with the *Corporate Cash and Cheque Handling Rules*, including floats.

6.3. Corporate Security is responsible for:

- a. Approving the establishment, amendment or closure of any cash float, along with the Chief Cash Controller;
- b. Assessing the security and storage setup for cash floats by performing audits of cash sites periodically, and investigating security breaches as required;
- c. Notifying the Chief Cash Controller if they discover issues or discrepancies in cash handling, and processing or storage; and
- d. Notifying any other parties as appropriate if any known or suspected malfeasance is reported to Corporate Security by employees.

6.4. Business units are responsible for:

- a. Developing and maintaining operating procedures that comply with this policy and the *Cash and Cheque Handling Rules*;
- b. Notifying the Chief Cash Controller immediately if they discover issues or discrepancies in cash handling or storage;

- c. Performing appropriate background checks for the sensitivity of the role and any potential risks when hiring Cashiers. Only employees assigned to a cash handling role may handle cash and training must be provided; and
- d. Attesting that cashiers have read and understood the *Corporate Cash and Cheque Handling Rules* prior to assuming their duties.

7. CONSEQUENCES OF NON-COMPLIANCE

7.1. Failure to adhere to this administration policy may result in disciplinary action in accordance with either the Labour Relations or Exempt Employee policies.

8. HISTORY

Policy Action	Date	Report Number	Description
New Policy	2018/03/07	ALT2018-0189	New policy approved by ALT
Minor Revision	2021/11/30		Clarify roles and use new template