

Request for Decision United Townships of Head, Clara & Maria Council

Type of Decision									
Meeting Date	Friday, December 11, 2015				Report Date	Tuesday, December-08-15			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Cash Handling Policy - Report #11/12/15/1201									

Subject:

Adoption of a Cash Handling policy as suggested by our insurer.

RECOMMENDATION:

That Council adopt the attached policy depicting prudent processes related to handling cash as a normal risk management.

WHEREAS the municipality has increased its services, departments and staff which include more opportunities for cash handling by staff and volunteers;

AND WHEREAS our municipal insurer advises that prudent cash handling policies are one component of effective risk management;

THEREFORE BE IT RESOLVED THAT The Council of the United Townships of Head, Clara & Maria does hereby adopt the document entitled “Policy on Cash Handling” as policy to be followed beginning immediately.

BACKGROUND/EXECUTIVE SUMMARY:

The opportunities for cash handling have increased over the years in HCM through sale of sweaters, tipping tickets, CO detectors and increased Recreation events. Although current staff is trusted and there are no known issues, there is always the potential for error. A checklist completed prior to our insurance renewal back in September asked about the existence of cash handling policies. Although we are small enough to be able to detect any error quite quickly, there is always room for improvement. Noella was tasked with researching and providing a draft. It is being presented here for Council approval.

OTHERS CONSULTED:

Noella LeBreton, Treasurer – produced draft document.

Approved and Recommended by the Clerk	
Melinda Reith, Municipal Clerk	<i>Melinda Reith</i>