

Lambton County Community Services Housing Services Department Policy and Procedure Manual

SUBJECT: Handling of Cash	INDEX NO.: 2.014
EFFECTIVE: January 1, 2001	APPROVED: January 1, 2001
	REVISED:

Policy:

The purpose of this policy is to ensure safety of staff and security of cash.

Procedure:

When accepting cash payments at the *front counter*, the staff accepts the cash, counts the cash in view of the payer, processes payment in the system and distributes receipts as per Internal Process 9.2, Receiving Payments. Bills over twenty dollars (\$20) are scanned for legitimacy. If a bill is detected to be counterfeit, the payer is advised, receives credit for the payment and the bill is set aside. Police are advised.

Cash is placed in locked drawer to the right of the front counter. Once there is a bundle of fifty of any denomination, it is taken to the Administrative Officer or designate who recounts the bundle and places it in locked file cabinet.

At day end, in accordance with the Internal Process 10.2 Day End Close, the cash is prepared for deposit.

Deposits are made at one of two branches of the C.I.B.C. at varying times of day and by varying staff. Staff making the deposit is bargaining excluded or management.

When Property Managers accept cash payments *on site*, they will issue a hand written signed receipt. The cash and receipt are turned over to the Accounts Clerk or designate who follows the above procedures for accepting cash payments at the front counter.

When collecting *laundry revenue* at various sites, the Property Manager accompanied by the Security Tenant or designate, empties the coin boxes, fills in the receipt with the name of the facility, the date the money is collected and the signatures of both the Property Manager and Security Tenant or designate **or** the Property Manager accompanied by the Security Tenant or designate, empties the coin boxes, counts and rolls the coin, fills in the receipt with the name of the facility, the date and amount of deposit. Coin may be sold to tenants by the roll only. In the presence of both staff, the

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coins and receipt are placed in the courier bag. A secure tab, issued by the Administrative Officer or designate, is used to seal the bag. The courier bag is returned to the Housing Services Office. Two staff open the bag, count and roll the coin.

Laundry revenue is processed following Internal Processes 9.2 Receiving Payments and 10.2 Day End Close. Laundry revenue is forwarded to the Administrative Officer or designate for deposit.