

Daily Cash Handling - CLASS Transactions



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Category: Finance and Accounting
Sub-cat: Cash Controls

Policy Statement

The following must be strictly adhered to when handling cash at Division facilities:

1. Numbered receipts or equivalent must be given to clients for each and every transaction involving payment through credit cards, cheques or cash.
2. It is the responsibility of the Supervisor to ensure that staff are fully trained in all cash handling procedures.
3. Any cash discrepancies must be reported immediately to the Supervisor.
4. There must be no borrowing of funds by staff for any purpose.
5. The office must be restricted to designated staff only.
6. Doors to the office must be locked at all times.
7. All valuable documents including cash, credit card slips, cheques, and passes must be locked in the safe.
8. Only Supervisors or their designated staff will have custody to the Point of Sale cash box key.
9. Only designated staff will be allowed to operate Class/Point of Sale machine.
10. Where more than one staff person is authorized to operate a Class/Point of Sale machine during any shift, they must log in with their own Log In ID.
11. All cash and cheques must be balanced off with the Class/Point of Sale report at the end of each shift. Once balanced, all cash and cheques and a copy of the report must be deposited in the safe.
12. At the end of each business day, a Daily Summary Cash Balance Report must be completed.
13. Copies of the deposit slips must be attached to the Daily Summary Cash Balance Report and forwarded to Revenue Management, Administration and Support Services Division.
14. Under no circumstances are operators to share CLASS log-on IDs or passwords with other staff.
15. Bank deposits should be made based on the following criteria:
 - For those locations with an armoured-car pick up and the facility is equipped with City-approved safes – bank deposits are to follow the pick up schedule. (An additional pick up is required if the amount of cash in the safe reaches a maximum of \$2000).
 - For those locations which do not have an armoured-car pick

up, but the facility is equipped with City-approved safes – bank deposits should be made on a weekly basis, or whenever the cash balance reaches a maximum of \$1000.

- For those locations which do not have either an armoured-car pick up or a City-approved safe – bank deposits should be made on a weekly basis, or whenever the cash balance reaches a maximum of \$500. **Please note that the Facility Supervisor will be responsible for the security of the cash until it is deposited into the bank. It is preferred that each facility equip itself with a City-approved safe.**

16. During major registration events, tills must be emptied when the cash exceeds \$5,000.00.

Operational Guidelines

Beginning of the Shift

The front-line designated Operators will:

1. log onto CLASS/POS using password and location codes assigned.
2. count float monies to ensure accuracy.
3. proceed with daily operations as per Registration Policy and Procedures guide.
4. ensure that all cheques received are endorsed with the City stamp provided.
5. ensure the cash tray remains in the closed position at all times while not in operation.

End of Shift

The front line designated Operators will:

1. print a CLASS Daily Summary Cash Balance report. All cash and cheques must be balanced to the report.
2. sign the report once it is balanced. The Daily Cash Balance Report, with the accompanying cash and cheques, must be put inside a sealed envelope or bag and deposited into the drop safe. Should a drop safe not be available, the front line designated Operator will forward the Daily Cash Balance Report and the accompanying cash and cheques to the Supervisor, who will be responsible for the security of the report, cash and cheques.
3. ensure that all unused passes are signed over to the next operator.

End of Business Day

The Supervisor or designate is responsible for:

1. printing the CLASS Daily Summary Cash Balance report at the end of each business day.
2. retrieving from the drop safe all cash receipts for the business day, ensuring that each shift totals are correct and reconciled, and completing the four-part bank deposit slip.
3. a copy of the CLASS Daily Summary Cash Balance report and bank deposit slip to be sent to Revenue Management, Administration and Support Services Division.
4. ensuring the facility retains a copy of the CLASS Daily Summary Cash Balance report and Bank Deposit slip.
5. securing all cash and cheques, along with two copies of the bank deposit slip, into a bank deposit bag for armoured-car courier or deposit by staff.
6. ensuring that details of the deposit are recorded in the safe deposit log and signed off appropriately.