
MATATIELE LOCAL MUNICIPALITY

CASH-UP POLICY



INDEX

	<u>Page</u>
<u>PART 1</u> : OBJECTIVE	3
<u>PART 2</u> : PRINCIPLES	3
<u>PART 3</u> : GUIDELINES	3

1. OBJECTIVE

The objective of this policy is to provide the guidelines to all staff tasked with the collection of cash at the various cash-taking points.

2. PRINCIPLES

- 2.1 All monies received shall be counted and reconciled to the corresponding receipts on a daily basis, or at such regular intervals as the Chief Financial Officer might prescribe.
- 2.2 The Chief Financial Officer shall ensure that all monies received by any other department are regularly paid over to Finance department's cash offices.
- 2.3 All monies received shall be recorded immediately by means of a numbered official receipt or in any other manner approved by the Chief Financial Officer.
- 2.4 Any surplus cash shall immediately be declared as such and receipted to the credit of the appropriate account, and all cash shortages shall be dealt with in accordance with the Cash Shortage Policy.

3. GUIDELINES

The following guidelines are applicable to the various cash-taking points:

3.2 Main cashier – Matatiele

Cash-reconciliations must be performed at 15h00 and 19h00 daily during the week by the applicable Cashier and a Supervisor. The cash-taking from the Electricity token dispenser must be reconciled to the applicable Contour report, and receipted in the Abakus receipting function, prior to cash-up process.

- 3.3 The Cedarville and Maluti cash offices operate with manual receipts, which must be reconciled to the cash-taking on a daily basis by the cashier. The reconciliations will be verified by a Supervisor, as designated by the Chief

Financial Officer, on a weekly basis, when the cash is collected and paid into the Abakus receipting system.

- 3.4 Cash received by the Motor Licensing section must be paid in at the main cashier in Matatiele on a daily basis, and reconciling documentation must be retained at the licensing office to support each such payment. The cashier must verify the correctness of the cash so paid in to the remittance advice from the licensing station.
- 3.5 Monies received by the Librarians and Swimming Pool Attendants must be paid in to the main cash office at least once per week, and the cashier must verify the correctness of such cash to the remittance advice supplied.