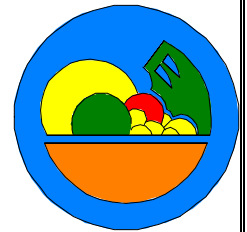




**GREATER TZANEEN MUNICIPALITY  
GROTER TZANEEN MUNISIPALITEIT  
MASIPALA WA TZANEEN  
MASEPALA WA TZANEEN**



**RECEIPTING, DEPOSITING AND CONTROL  
OVER CASH POLICY**

<b>Policy Number:</b>	<b>Approved Date:</b> 2024 05 16
<b>Council Resolution:</b> (E/C 2024 05 14 ; C 2024 05 16)	<b>Review Date:</b> March 2024
<b>Effective Date:</b> 1 July 2024	

*Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.*

## **POLICY:**

### **RECEIPTING, DEPOSITING AND CONTROL OVER CASH FUNDS**

#### **1. PREAMBLE**

Chapter 8 of the Municipal Finance Management Act, No 56 of 2003 requires municipalities to maintain an effective and efficient internal control over revenue management systems. Section 64 of the Municipal Finance Management Act further requires;

- (a) That all money received is promptly deposited into the Municipality's primary and other bank accounts.
- (b) That the municipality has to maintain a management, accounting and information system which recognizes revenue when it is earned, accounts for debtors and accounts for receipts of revenue.

This document sets out the policy and procedures on the implementation of internal control measures relating to cash/credit and debit card payments received and direct bank deposits in order to meet the requirements of the Municipal Finance Management Act and good accounting practices.

#### **2. DEFINITIONS**

**"Account"** refers a debtor account either for rates or services or sundry charge reflecting an amount payable by the debtor for specific period.

**"Act"** in relation to this policy, refers to the Municipal Finance Management Act, No 56 of 2003, abbreviated as MFMA.

**“Bank”** refers financial institutions registered in terms of the Banks Act, No. 94 of 1990.

**“Bank Statement”** refers to a document produced by the financial institution/ bank reflecting deposits and credit entries as well as withdrawals and debit entries made.

**“Cash”** refers to actual cash (coins and bank notes), postal orders and direct bank deposits, credit and debit card payments, third party payments (easy pay and post office) and transfers into the council’s bank account.

**“Financial year”** means a period starting from 01 July ending the following year on 30 June.

**“Insurance”** means financial protection against loss or harm such as theft, fraud etc, in return for payment premium

**“Receipt”** in relation to this policy, refers to voucher/slip issued by the municipality to acknowledge receipt of payment.

### **3. OBJECTIVE**

The main objective of the policy is to provide clear guidelines in terms of proper control over money received and deposit of such into the bank account of the municipality, and to ensure correct and prompt process and allocation of deposits to the accounting system of the municipality. The overall control over cash is of utmost importance due to the nature of this resource as theft and possible fraudulent transactions are always a possibility.

### **4. INSURANCE**

The Council must be properly insured against theft, fraudulent transactions etc. regarding the cash funds kept on the premises of the Council. Fidelity guarantee insurance must also be taken out in respect of employees handling council funds.

## **5. PROCEDURES**

### **5.1 SECURITY**

1. Cash on hand must be kept in a fire proof lockable safe during the periods that it is not under the control of the cashiers. The senior cash controller and/or delegated officials are responsible for the cash during the periods that it is kept in the lockable safe.
2. All entries that lead to the cashier areas must at all times be locked to ensure that unauthorised persons do not gain entry.
3. The cashier is responsible for the control of cash in his /her possession during the day.
4. Access to the cash receiving function on the Council's financial system must be controlled by passwords. These passwords must be changed on a regular basis and must only be known to the cashier concerned.
5. All pre-numbered source documentation must be controlled by way of stationery register. The officials to whom stationery is issued must sign the stationery register as proof of receipt
6. The keys of the various safes in the Revenue department where cash is kept must be controlled per key register. The manager revenue and/or delegated official will be responsible for this control function. Keys may under no circumstances be changed between the officials to whom keys were allocated, except with prior authorization of the manager revenue or delegated official.

Under no circumstances may one official have access to the keys of the big walk-in safe as well as the smaller safe.

The cashier will at all times be responsible for the keys to the smaller safe.

The senior cash controller or in his/her absence the Snr Accountant will be at all times be responsible for the walk-in safe/strongroom access keys.

## **5.2 CASH FLOAT**

A cash float to a value to be determined from time to time will be made available to the cashiers.

The supervisor must verify daily the cash float when balancing the cashiers.

## **5.3 DEPOSIT OF DAILY CASH**

Cash received at the main building must be collected by the appointed service provider daily and deposited on behalf of the municipality in the dedicated bank account at the financial institution as approved from time to time by the Council.

Monies collected by the service provider must be deposited on the day following the day that money was collected, except for the last working day of the week, where money received must be deposited on the first working day following the last working day. Satellite offices must secure the daily deposits in a safe for collection by the security at least once a week, but preferably daily.

## **5.4 PROCESSING PROCEDURES OF DIRECT BANK DEPOSITS**

The revenue division of the financial services department shall ensure that the direct bank deposit are promptly and correctly processed by implementing the following procedures;

- (a) Bank statements shall be downloaded from the Business integrator system on a daily basis and imported into the Sebata EMS system in order to identify direct bank deposits made the previous day;
- (b) All direct bank deposits with valid references/account no's will be processed immediately on the day recognized on the bank statements;
- (c) A report of all direct bank deposits without valid references numbers are available on the electronic bank reconciliation system as unknown/unallocated deposits

- (d) The direct bank deposits not identified must be transfer to unknown/unallocated every month end on the electronic bank reconciliation system;
- (e) A register of all direct bank deposits transferred to the unknown/unallocated account is available on the electronic bank reconciliation system.
- (f) The allocation of monies from the unknown direct bank deposit account from the electronic bank reconciliation system shall be done with the authorization of the Manager Revenue, or Senior Accountant, or senior cash controller.

## **5.5 HANDLING OF LONG OUTSTANDING UNKNOWN DIRECT BANK DEPOSITS**

Unknown direct bank deposits not been claimed/identified within 2 years will be regarded as revenue to the municipality and shall be credited to a general revenue account.

## **6. RESPONSIBILITIES**

- 6.1 Daily cash balanced to the supervisor totals must be sealed in the banking bags/tins at the time of balancing.
- 6.2 The next working day the sealed bags will be collected by the appointed service provider for deposit to the bank. They should verify the seal number or seal numbers in case of satellite offices and sign in the register next to the official signature to confirm that the numbers correspond. The security collecting moneybags may use scanning equipment to identify bags collected by them and must give proof of such bag collection to cash controller for control purposes.

- 6.3 Satellite offices must also secure the cash in sealed bags/tins every day at the time of balancing although these bags might not be collected every day due to the Rand value concerned.
- 6.4 The supervisor that does the balancing must update all daily cash received transactions onto the council's financial system on the day that the transactions occurred.
- 6.5 The cash, and debit/credit card total deposited must be verified the next day to the bank deposit that appears on the bank statement downloaded from the business integrator system.
- 6.6 A bank stamped copy of the deposit slip must be attached to the daily summary printouts.
- 6.7 Pre-paid electricity bank batch totals must be retrieved daily by the supervisors, balanced with the monies received and a receipt to the pre-paid vote issued for each pre-paid machine bank batch total.
- 6.8 Receipts must be issued for all debit and credit card payments and the totals as per the card machine must be retrieved, updated and compared to the supervisor totals on the system daily.
- 6.9 The cash controller must compile and submit debit order files to the financial institution on or before the 8<sup>th</sup> of each month. Totals submitted must be verified with the file accepted report.
- 6.10 The bank statements must be retrieved daily by the cash controller. The official responsible for direct deposits must identify the direct deposits and allocate it to the debtors accounts daily.
- 6.11 Unallocated direct deposits will be transferred to unknown/unallocated account on a monthly basis and will be available on the electronic bank reconciliation system at all times.

- 6.12 Manual receipts issued at the satellite offices must be captured onto the Council's financial system on the first working day following the day that the manual receipts were issued or as soon as the system is on-line.
- 6.13 Receipts may only be cancelled if a receipt for the same amount is issued directly after, no refunds may be done at the time of receipt cancellation but may only be requested for repayment through the expenditure system. Cancelled receipts may only be authorised by the supervisor responsible for the cash balancing function or delegated official. The original copy of cancelled receipt must be filed with the particular day's cash received support documentation.
- 6.14 The information of all cancelled receipts must be captured into a cancelled receipts register on the same day that the receipts were cancelled. The person performing the daily balancing function must verify this register for completeness on a daily basis. Cancelled receipts should be limited. Cancellations due to negligence from the cashier should be reported and verified by the Senior Accountant.
- 6.15 The cashier must pay in cash shortages on the day that the shortage is detected up to the amount of R500,00. Amounts exceeding R500.00 the cashier will sign a debt acknowledgement and arrangement for payment be made depending on the amount.
- 6.16 Receipts must be issued in respect of unknown cash surpluses if and when such surpluses are detected.
- 6.17 Cash shortages and surpluses must be reported to in writing to the Manager Revenue by the Senior Accountant – Revenue.
- 6.18 Cash shortages that occurred due to fraudulent actions and that were



detected must be investigated and reported according to procedures as stipulated in the Municipal Financial Management Act section 171.

6.20 The daily reconciliation of Cash received with the relevant supporting documents (duplicate deposit slip, daily cash up form, system generated daily receipt list and analysis and summary) must be compiled by the Cash control Clerk and send for verification to Senior Accountant on daily basis.

6.21 The cash controller must debit the relevant debtors account when unpaid cheques and debit orders appears on the bankstatement.

6.22 Debit orders that rejects for more than two months in a row may be deleted without notice to the clients. The cash controller must keep record of these and also notify credit control.

Review: March 2024