

Section/Number: Financial Administration – 009	Approval Date: (DD/MM/YY)
Subject: Cash Floats	Amendment Dates:
<p>Policy</p> <p>Cash floats will be maintained at all Community Government facilities where cash transactions occur.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. A cash float fund will be established to manage all cash floats. 2. Cash floats of no more than \$200 will be maintained at all Community Government facilities where cash transactions occur including the Community Government Office and the Recreation Complex. 3. A Custodian will be assigned to secure and maintain each cash float. 4. The Custodian will be responsible for: <ol style="list-style-type: none"> 4.1. Disbursements from the float 4.2. Replenishment of the float 4.3. Maintaining receipts and filing of reimbursement reports relating to the float 4.4. Preservation of the cash in the float. 5. Monies will only be disbursed from the fund to replenish cash floats upon satisfactory submissions of bona fide receipts from the Custodian. 	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	