

CASH FLOATS

POLICY

Cash floats will be maintained at Hamlet of Enterprise facilities where cash transactions occur.

DEFINITIONS

“Hamlet” means Hamlet of Enterprise

“MACA” means Municipal and Community Affairs

“SAO” means Senior Administrative Officer

GUIDELINES

1. A cash float will be established to manage all cash floats.
2. Cash floats of no more than \$100 will be maintained at all Hamlet facilities where cash transactions normally occur including the Hamlet Office and Community Hall.
3. One-time events or functions that require a cash float must obtain pre-approval by the SAO on a Cash Float Request Form.
4. The Hamlet Receptionist, Recreation/Wellness Leader, or other delegated staff member will be assigned to secure and maintain each cash float.
5. The Hamlet Receptionist, Recreation/Wellness Leader, or other delegated staff member will be responsible for:
 - 5.1. Disbursements from the float
 - 5.2. Maintaining all receipts relating to monies received or paid out of the float
 - 5.3. Regularly completing Float Reports
6. Float Reports and all float revenues and bona fide receipts will be provided to the Finance Manager by the last day of each month.
7. The Finance Manager will balance the Float Report with the float received and deposit any surplus revenues to the appropriate bank account by the 15th day of the following month.
8. Monies will only be disbursed from the fund to replenish cash floats upon satisfactory submissions of bona fide receipts from the Hamlet Receptionist, Recreation/Wellness Leader, or other delegated staff members.

ATTACHMENTS

Cash Float Request Form
Float Report Form

REFERENCES

N/A



"CASH FLOAT REQUEST FORM"

Date Requested: _____

Amount of Float Requested: _____

Event/Function: _____

Date of Event/Function: _____

Staff Requesting Float: _____

Signature: _____

Date: _____

Amount Authorized: _____

Project: _____

Authorized By: _____

Signature: _____



"FLOAT REPORT FORM"

| | | | | | |
|-------|-------|---|--------|---|-------|
| _____ | ROLLS | X | 5 ¢ | = | _____ |
| _____ | ROLLS | X | 10 ¢ | = | _____ |
| _____ | ROLLS | X | 25 ¢ | = | _____ |
| _____ | ROLLS | X | 5 ¢ | = | _____ |
| _____ | | X | 10 ¢ | = | _____ |
| _____ | | X | 25 ¢ | = | _____ |
| _____ | | X | 1 \$ | = | _____ |
| _____ | | X | 2 \$ | = | _____ |
| _____ | | X | 5 \$ | = | _____ |
| _____ | | X | 10 \$ | = | _____ |
| _____ | | X | 20 \$ | = | _____ |
| _____ | | X | 50 \$ | = | _____ |
| _____ | | X | 100 \$ | = | _____ |

| | | |
|----------------------|---|-------|
| TOTAL | = | _____ |
| LESS FLOAT | = | _____ |
| TOTAL DEPOSIT | = | _____ |

Staff Signature: _____

Verified By: _____

Date: _____