

# MATATIELE LOCAL MUNICIPALITY



**MATATIELE**  
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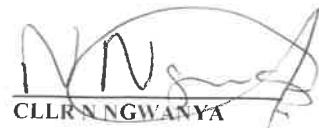
## CASH UP POLICY

POLICY INFORMATION	
DATE OF COUNCIL ADOPTION:	25/05/2023
COUNCIL RESOLUTION NUMBER:	CR 387/25/05/2023
POLICY NUMBER:	MLM/BTO/P19

Policy on cash effective on 01 July 2023

  
MR. LMATIWANE  
MUNICIPAL MANAGER  
31/05/2023  
DATE

  
CLLR. S. MNGENELA  
MAYOR  
31/05/2023  
DATE

  
CLLR. NGWANYA  
SPEAKER COUNCIL  
31/05/2023  
DATE

Authority	Date
HOD Approval	
MM Approval	
Council Approval	
Date of next Review	

### Approval of Policy

Please note that the implementation of the policy contained in this document is subject to approval and signing off by all relevant Heads and/or Committees, including but not limited to:

- Municipal Manager; and
- Municipal Council.

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## **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 15h30 daily during the week by the applicable Cashier and a Supervisor. The cash-taking for the Prepaid Electricity must be reconciled to the applicable Vending Machines' bank report, and receipted into receipting system, prior to cash-up process.

- 3.3 The Cedarville and Maluti cash offices operate mainly 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, twice weekly, when the cash is collected and paid into the receipting system.

- 3.4 Cash receipted by the Motor Licensing section must be deposited in the Municipality's primary bank account on a daily basis, and reconciling documentation must be retained at the licensing office to support each such deposit.
- 3.5 Monies received by the Swimming Pool ticket provider must be deposited in the Municipality's primary bank account on a monthly basis and reconciliation of tickets to accompany proof of payment.
- 3.6 Monies from third party vendor's e.g Sydfreds, NP, OK etc shall be paid over to the municipality on a monthly basis via EFT/Bank Transfer by the vending service provider.