


MATATIELE LOCAL MUNICIPALITY CASH UP POLICY

<u>POLICY INFORMATION</u>	
<u>DATE OF COUNCIL ADOPTION:</u>	28/05/2026
<u>COUNCIL RESOLUTION NUMBER:</u>	CR 1081/28/05/2026
<u>POLICY NUMBER:</u>	MLM/BTO/P20



MRS N. N. ZEMBE
ACTING MUNICIPAL MANAGER

28/05/2026
DATE



CLLR M. P. STURMAN
MAYOR

28/05/2026
DATE



CLLR N. NGWANYA
SPEAKER COUNCIL

28/05/2026
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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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.

PRINCIPLES

All monies received shall be counted and reconciled to the corresponding receipts daily, or at such regular intervals as the Chief Financial Officer might prescribe.

The Chief Financial Officer shall ensure that all monies received by any other department are regularly paid over to Finance department's cash offices.

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.

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.

GUIDELINES

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

Main cashier – Matatiele

Cash-reconciliations shall 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.

The Cedarville and Maluti cash offices operate mainly with manual receipts, which must be reconciled to the cash-taking daily 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.

Cash receipted by the Motor Licensing section must be deposited in the Municipality's primary bank account daily, and reconciling documentation must be retained at the licensing office to support each such deposit.

Monies received by the Swimming Pool ticket provider must be deposited in the Municipality's primary bank account monthly and reconciliation of tickets to accompany proof of payment.

Monies from third party vendor's e.g Sydfreds, NP, OK etc shall be paid over to the municipality monthly via EFT/Bank Transfer by the vending service provider.