

FP009 – Cash Floats

1. Intention

To provide a record and basis of authority for the issue and location of cash on hand.

2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

3. Statement

The following change amounts are authorised:

1. Petty Cash

Administration Office	\$500
Recreation & Aquatic Centre	\$100
Waroona Visitor Centre	\$100

2. Change

Administration Office	\$200
Licensing	\$300
Recreation/Aquatic Centre	\$350
Waroona Visitor Centre	\$200
Total	\$1750

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division		Finance			
Policy Number		FP009			
Contact Officer		Manager Corporate Services			
Related Legislation		Nil			
Related Shire Documents		Nil			
Risk Rating	Low	Review Frequency	As required	Next Review	When required
Date Adopted		22/06/2004		OCM04/083	

Amendments		
Date	Details of Amendment	Reference
26/02/2008	Updated as part of major review.	OCM08/043
26/10/2010	Updated as part of major review.	OCM10/10/163
23/10/2012	Updated as part of major review.	OCM12/10/123
24/11/2015	Updated as part of major review.	OCM15/11/138
25/10/2016	Updated as part of major review.	OCM16/10/115
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		
FIN001 – Cash Floats 3.17 – Cash Floats		