

RESOLUTION 15-117

RESOLUTION TO ADOPT A CASH DRAWER POLICY FOR THE CITY OF WESTFIELD

WHEREAS, The City of Westfield, (“City”) is a duly formed municipal corporation within the State of Indiana, governed by its duly elected Mayor and Common Council (“Council”); and,

WHEREAS, the Council has the duty and authority to adopt and maintain policies and procedures that are necessary to allow for the use of a cash drawer by the employees of the City; and,

WHEREAS, said policies and procedures must be clear, current and written for the handing of City funds that are recognized and approved by the Westfield Clerk-Treasurer and to be used by the employees of the City

NOW, THEREFORE, BE IT RESOLVED by the Westfield City Common Council meeting in session as follows:

Section 1. That the City hereby adopts the Cash Drawer Policy of the City of Westfield as outlined by Exhibit “A”, attached hereto and incorporated by reference herein.

Section 2. All current employees of the City using a cash drawer shall receive and acknowledge in writing the receipt of the City of Westfield Cash Drawer Policy in the form attached hereto (or any amended version thereof that is approved hereafter by the Council) and acknowledge such receipt in writing.

Section 3. This Resolution shall be in full force and effect immediately, all acts necessary in the creation of this manual and amendments thereof are hereby ratified.

ALL OF WHICH IS RESOLVED THIS _____ DAY OF _____ 2015.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

Jim Ake

Jim Ake

Jim Ake

Steven Hoover

Steven Hoover

Steven Hoover

Robert L. Horkay

Robert L. Horkay

Robert L. Horkay

Charles Lehman

Charles Leman

Charles Lehman

Robert J. Smith

Robert J. Smith

Robert J. Smith

Cindy L. Spoljaric

Cindy L. Spoljaric

Cindy L. Spoljaric

Robert W. Stokes

Robert W. Stokes

Robert W. Stokes

ATTEST:

Cindy J. Gossard, Clerk Treasurer

I hereby certify that RESOLUTION 15-117 was delivered to the Mayor of Westfield
on the _____ day of _____, 2015, at _____ m.

Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE RESOLUTION 15-117

this _____ day of _____,
2015.

J. Andrew Cook, Mayor

I hereby VETO RESOLUTION 15-117

this _____ day of _____,
2015.

J. Andrew Cook, Mayor

ATTEST:

Cindy J. Gossard, Clerk Treasurer

This document prepared by
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KRIEG DEVAULT, LLP
(317) 238-6266

EXHIBIT A

Policy: CT 2015-001

Policy Title: Cash Drawer Policy

Policy Purpose: Set Forth Procedure to Obtain & Maintain Cash Drawer

Implementation Date: June 23, 2015

Revision Date:

CITY OF WESTFIELD Multiple Departments Cash Drawer Policy

1. PURPOSE:

- A. The City of Westfield, (“City”) conducts sale transactions and it is necessary to have cash drawers in order to make change and keep cash from sales in a safe location.
- B. This policy shall establish a reliable, consistent and traceable method of obtaining, keeping and depositing cash.

2. RESPONSIBILITY

- A. The Cash Drawer shall be the responsibility of the Cash Drawer Trustee. All liability for the appropriate safeguarding of Cash Drawer and the subsequent profit that is earned shall be the sole responsibility of the person signing out the funds who is the Cash Drawer Trustee.
- B. Administrator will be responsible for maintaining all Exhibits referenced below and will provide scanned copies monthly to the Clerk Treasurer. Administrator will also provide Exhibits upon request of the Clerk Treasurer.

3. CASH DRAWER PROCEDURES

- A. Signing Out Cash Drawer
 - i. See Exhibit A- Cash Drawer Tracking Sheet
 - ii. The Cash Drawer will contain starting balances determined by the Clerk Treasurer.
 - iii. Cash Drawer Trustee will check out the Cash Drawer by signing Cash Drawer Tracking sheet (Exhibit A), which will also be signed by the Administrator who will be present during the check-out process.
 - iv. Cash Drawer will be kept in Administrator’s office.
- B. Counting In
 - i. See Exhibit B- Cash Drawer Reconciliation Sheet
 - ii. Cash Drawer Trustee will receive the cash from the Administrator.
 - iii. Cash Drawer Trustee will fill out the date, time, mark ‘In’, and initial the next available line on the “Cash Drawer Reconciliation Sheet”.

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C. Tracking Sales

- i. See Exhibit C- Event Sales Tracking Sheet
- ii. The City financial systems will be used for tracking sales when applicable. For off-site events or other applications where the system is not available, the Trustee and those assisting him/her will track the Actual Sales using a spreadsheet that maintains a running total, or a ledger of sales.

D. Reconciling Cash Drawer / Counting Out

- i. See Exhibit B- Cash Drawer Reconciliation Sheet
- ii. At the end of the pre-determined time or event, the Trustee will Total the Sales and compare it to the Sales Tracking Excel Spreadsheet to verify that the amounts match.
- iii. The Trustee and a Witness will Count the Cash using the “Cash Drawer Reconciliation.”
- iv. Trustee and Witness will fill out the date, time, mark ‘Out’, and initial the next available line on the “Cash Drawer Reconciliation Sheet” once the correct amount of cash has been verified.
- v. The starting balance will be deposited into the Cash Drawer.
- vi. Checks and cash above the starting balance will be deposited into a locked cash bag and returned to Administrator. If the event is after hours, the locked cash bag will be returned to Administrator upon the Trustee’s return to work.
- vii. The Cash Drawer Trustee will sign the Cash Drawer back in by signing the Cash Drawer Tracking sheet. Administrator must be present and also sign the “Cash Drawer Tracking Sheet” to confirm that the Cash Drawer starting balance has been returned.
- viii. Trustee will give the cash bag to the Administrator who will bring the bag and documentation to the Clerk Treasurer’s office to be verified and revenue will be posted to the specified accounts.

EXHIBIT A

ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT

READ CAREFULLY

I acknowledge and agree that:

1. I have received a copy or had access to an electronic version of the City of Westfield Cash Drawer Policy (“the Policy”).
2. I have read and understand the Policy and have been given the opportunity to ask further questions as well as to decline acceptance.

Employee Signature

Employee Name (Printed)

Date of Signature

Witness

