

## 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
<b>Total</b>	<b>\$1750</b>

### 4. Legislative and Strategic Context

Nil.

### 5. Review

This policy is to be reviewed triennially.

### 6. Associated Documents

Nil.

<b>Division</b>		Finance			
<b>Policy Number</b>		FP009			
<b>Contact Officer</b>		Manager Corporate Services			
<b>Related Legislation</b>		Nil			
<b>Related Shire Documents</b>		Nil			
<b>Risk Rating</b>	Low	<b>Review Frequency</b>	Triennially	<b>Next Review</b>	June 2027
<b>Date Adopted</b>		22/06/2004		OCM04/083	

<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
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
25/06/2024	Reviewed without amendment	OCM24/06/090
<b>Previous Policies</b>		
FIN001 – Cash Floats 3.17 – Cash Floats		