




CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
Customer Service Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	August 16, 2017
SUBJECT/REPORT NO:	City-Wide Cash Handling Policy and Guideline Revisions (FCS17072) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Sheila DuVerney (905) 526-2424 Ext. 7659
SUBMITTED BY:	Cindy Mercanti Director, Customer Service Division Corporate Services Department
SIGNATURE:	

Discussion of Appendix “A” to this Report is subject to the following requirement(s) of the City of Hamilton’s Procedure By-law and the *Ontario Municipal Act*:

- **Security of the property of the City.**

RECOMMENDATION

- (a) That Appendix “A” to Report FCS17072 respecting changes to the City-Wide Cash Handling Policy and Guidelines be approved;
- (b) That Appendix “A” to Report FCS17072 respecting the City-Wide Cash Handling Policy and Guidelines remain confidential.

EXECUTIVE SUMMARY

On an annual basis, the Corporate Cash Handling Team (a cross organizational team) proactively initiates a review of the Cash Handling Policy and supporting Guidelines in order to assess risk, ensure a collective and common understanding with respect to compliance requirements and promote operational consistency. The most recent review has resulted in the introduction of new terminology and modification of existing definitions in order to facilitate a common understanding of requirements as well as provide a framework that promotes operational consistency and the mitigation of financial risks. The Policy amendments will support the organization in complying with audit recommendations as well as demonstrate industry best practices.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: None

Staffing: None

Legal: None

HISTORICAL BACKGROUND

In July 2014, City Council approved a City-Wide Cash Handling Policy that provided an organizational framework to facilitate operational consistency, deter fraudulent activity and mitigate the risk of financial losses. The Policy and supporting Guidelines govern all aspects of the City's cash handling practices.

During the third quarter of 2015, the Corporate Cash Handling Team, representing all departments that directly manage cash as well as supporting divisions such as Internal Audit and Finance, was formed. The collaboration was predicated on a mutual acknowledgement that the City would benefit from a collective and common understanding of risk, compliance requirements as well as support the promotion of operational consistency.

In 2017, the Corporate Cash Handling Team proactively reviewed the Cash Handling Policy and supporting Guidelines in order to assess risk, ensure a collective and common understanding with respect to compliance requirements and promote operational consistency. The completion of the review resulted in the introduction of new terminology and modification of existing definitions in order to facilitate a common understanding of requirements as well as provide a framework that promotes operational consistency and the mitigation of financial risks. The Policy amendments will support the organization in complying with audit recommendations as well as facilitate the adoption of industry best practices.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

City-Wide Cash Handling Policy, City-Wide Cash Handling Guidelines

RELEVANT CONSULTATION

Internal Audit Services
Cash Handling Process Owner
Corporate Cash Handling Team

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The proactive review of the Cash Handling Policy and supporting Guidelines was commenced in order to assess risk, facilitate compliance and promote operational consistency.

ALTERNATIVES FOR CONSIDERATION

Not applicable

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Our People and Performance

Hamiltonians have a high level of trust and confidence in their City government.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” – Private and Confidential: City-Wide Cash Handling Policy and City-Wide Cash Handling Guidelines

SD/dt