

STAFF REPORT

City Council Consent Item

DATE: January 16, 2023

TO: Honorable Mayor and Council Members

FROM: Aaron Felmlee, Finance Director

THROUGH: Merritt Perry, City Manager

SUBJECT: Approve the City of Fortuna's Cash Handling Policy

STAFF RECOMMENDATION:

Review and approve the City of Fortuna's Cash Handling Policy.

EXECUTIVE SUMMARY:

The City of Fortuna does not currently have a Cash Handling Policy. As such Finance staff have been working on drafting a cash handling policy that will provide employees with a written guide and City-wide standard on best practices when handling cash. The draft Cash Handling Policy can be found attached to the staff report.

The draft policy outlines the responsibilities of the Finance Department, departments responsible for receipting cash, and employees responsible for handling cash. These policies and guidelines are for the protection not only for City monies, but also those employees charged with cash handling.

FINANCIAL IMPACT:

No direct financial impact associated with this item. However, having an approved Cash Handling Policy for the City provides clear guidance to cash handlers around the City and will reduce the possibility of cash handling mistakes that can lead to lost revenue.

RECOMMENDED COUNCIL ACTION:

Approve the City of Fortuna's Cash Handling Policy. Consent Agenda vote.

ATTACHMENTS:

- Draft Cash Handling Policy